

**Department Summary****Department/Agency Purpose**

The Department of Finance is responsible for the overall financial administration of all County departments. Its mission is to continuously strive toward excellence in managing the public's financial and physical resources by providing quality financial services.

**At a Glance****Administration Program**

- Director's Office Controls Entire Department and Oversees Countywide Fiscal Responsibility Through a System of Fiscal Controls Involving Internal Audits and Monitoring the Adequacy of Internal Controls

**Treasury Program**

- Treasury Program Services Include Cash Management, Investments, Bond Underwriting, and Collections

**Accounts Program**

- Accounts Division Processes Accounts Payable and Payroll Function, and Manages the Financial Reporting for the County and is Responsible for the Preparation of the Comprehensive Annual Financial Report

**Purchasing Program**

- Administers Construction Bids and Procuring of Goods and Services for the County

**Financial Services Program**

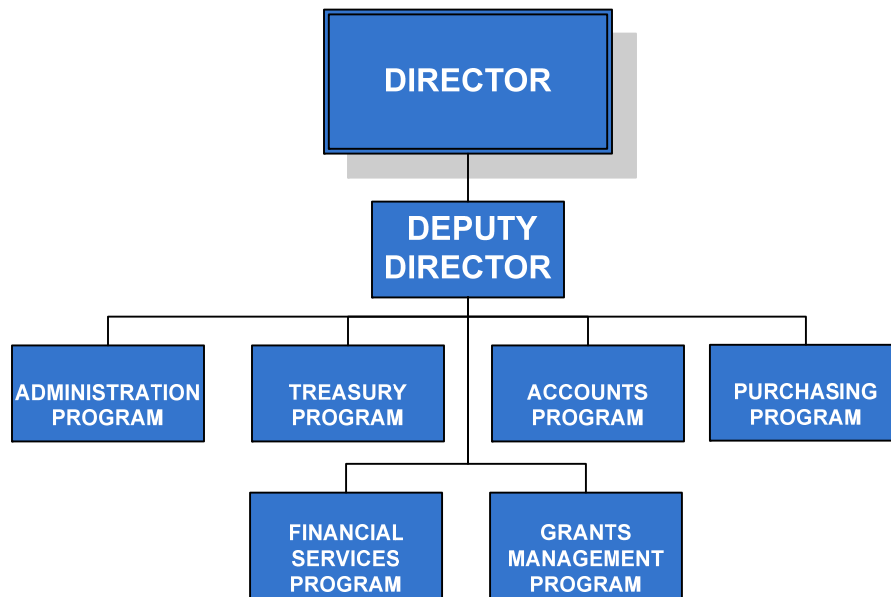
- Real Property Tax Division is Responsible for Appraising and Assessing Real Property
- Division of Motor Vehicles and Licensing Issues New and Renewal Driver Licenses, Motor Vehicle Registrations, Various County Business Licenses, Disabled Parking Placards, and the Collection of Motor Vehicle Registration Fees

**Grants Management Program**

- Seeks and Distributes Funds for Programs & Services That Support and Enhance the Human and Social Services Needs of the County of Maui.
- Monitors and Evaluates County Funded Programs & Services Provided by Private Non-Profit Organizations

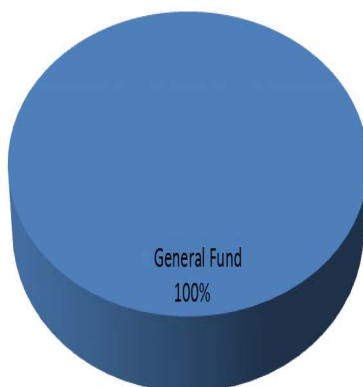
## Department Summary

## Organization Chart



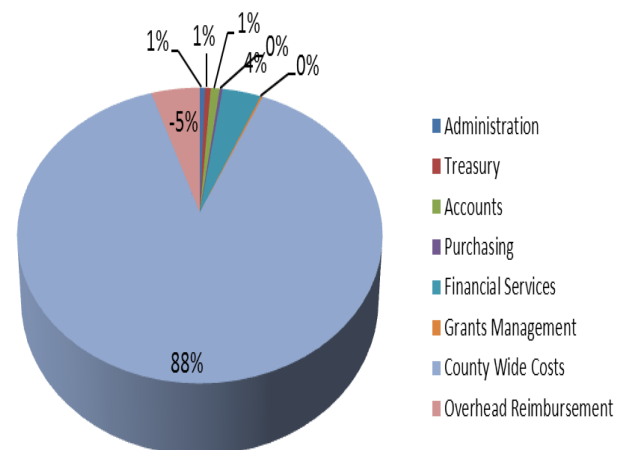
## Expenditures

FY 2013 Expenditures By Fund



Source: Departmental Details

FY 2013 Expenditures By Program

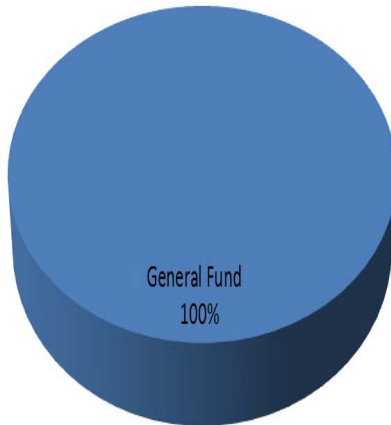


Source: Departmental Details

## Department Summary

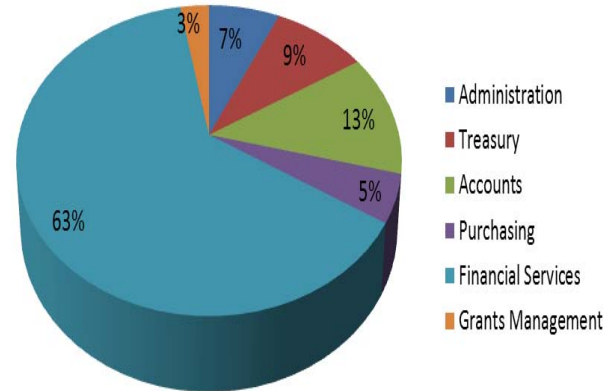
## Equivalent Personnel

FY 2013 Equivalent Personnel By Fund



Source: Position Details

FY 2013 Equivalent Personnel By Program



Source: Position Details

## Strategies

The Department of Finance's strategic goals include:

- To provide timely, accurate, and comprehensive financial reporting
- To promote the professionalism and skills of our employees
- To protect County assets and maintain effective internal controls
- To Improve efficiency throughout the department
- To Provide excellent customer service to the public and county employees

## Operations

The Department of Finance's operations include the following:

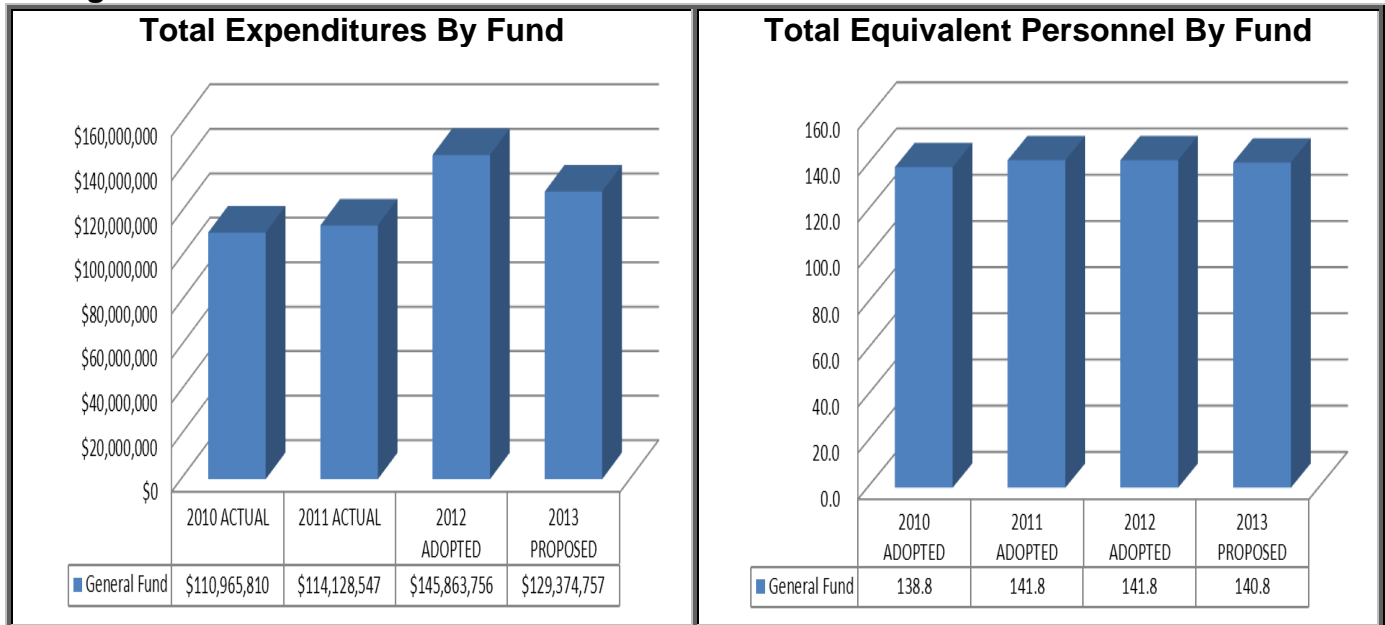
- The Administration Program (Finance Director's Office) establishes policy and provides oversight, direction and support for the implementation and review of policies and procedures for all of the seven operating divisions. It also provides a wide range of other types of interdepartmental support including: fiscal control, budgeting, economic and strategic planning, internal auditing, internal controls, financial analysis, and Employer-Union Health Benefit Trust Fund (EUTF) support.
- The Treasury Program is responsible for cash management, investment portfolio management, debt management, financing, bond issuance, billing and collections including real property taxes.
- The Accounts Program provides the centralized accounting and financial reporting for all County operations. Additionally, they administer the County's accounts payable, fixed assets and payroll responsibilities.
- The Purchasing Program administers all purchasing & contracting activities for goods and services for the County. Also provides technical assistance and advice relating to purchasing & contracting to departments.
- The Financial Services Program comprises of two divisions: the Division of Motor Vehicles and Licensing (DMVL) and Real Property Tax (RPT) Division. The DMVL issues new and renewal driver licenses, motor vehicle registrations, various county business licenses, disabled parking placards, taxi drivers permits, and dog and bicycle licenses. DMVL has 7 service centers located throughout the County of Maui. The RPT division is responsible for appraising and assessing real property.

## Department Summary

### Operations (Continued)

- RPT maintains the county's geographic information systems base map and establishes Tax Map Keys (TMK) for parcels that are designated on the County's Geographic Information Systems (GIS) maps. The Department of Planning relies on this information for zoning and permit planning. RPT has three service locations throughout the County of Maui.
- The Grants Management Program seeks and distributes funds for programs & services that support and enhance the human and social services needs of the County of Maui. Monitors and evaluates County funded programs & services provided by private non-profit organizations.

### Budget Trends



### External Factors Description

The operating environment for the department has undergone changes over the last five years.

- Economy is still slow, housing markets have yet to stabilize and unemployment is still a major concern. This has translated into declining property assessments.
- Interest rates are low and the County of Maui's bond credit ratings are high. This has had a positive impact on our ability to raise funds to finance much needed capital improvement projects.
- New legislation will have an effect on our DMVL and Purchasing Divisions. Implementation of "Legal Presence" (Act 38, SLH 2010, and Section 19-122-305, HAR) will require DMVL personnel to verify the legal status of applicants potentially resulting in longer lines and a negative impact on customer satisfaction. Relating to Purchasing, each year the legislature passes new legislation which increases the complexity of the procurement process. One example of this is Act 190 that requires compliance paperwork for all procurements over \$2,500 as compared to the previous threshold of \$25,000. This has created an additional administrative burden for both the Purchasing Division and all departments.

## Department Summary

**Contact**

Department/Agency Name: Department of Finance  
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### Program Description

The Administration Program consists of the Administration Division or Director's Office. This program provides administrative & personnel support to the department. It also provides a wide-range of countywide support activities designed to ensure fiscal responsibility. Activities include internal audits and monitoring the adequacy of internal controls.

### Population Served

The Administration Program serves the citizens and employees of Maui County.

### Services Provided

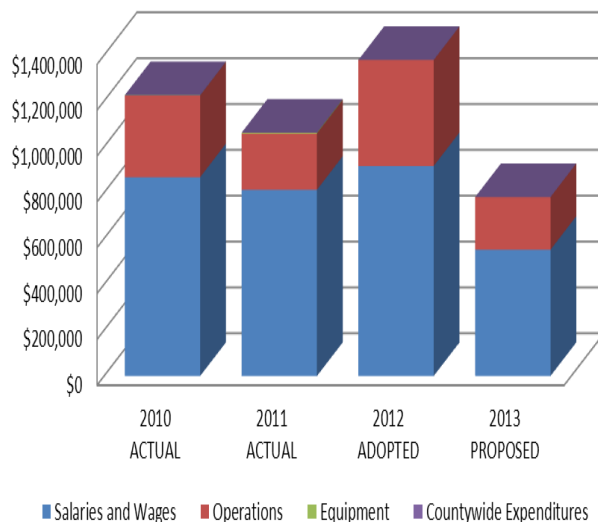
- Provides comprehensive financial reporting
- Provides accountability for County assets
- Implements Countywide fiscal controls
- Performs Countywide internal audits
- Provides Countywide support for & oversight over internal controls
- Provides overall Countywide financial strategic planning
- Provides Countywide support for mailroom and employee parking services

### Activity at a Glance

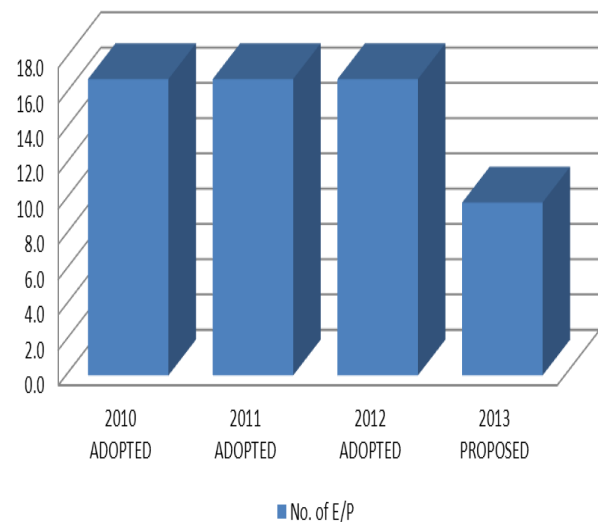
- Compliance with Highest Standards of Financial Reporting
- Fiscal Accountability
- Internal Audits
- Internal Controls
- Updating Internal Processes, Policies, and Procedures
- Administrative & Personnel Support
- Employee Professionalism

### Program Summary

**Expenditures By Character**



**Equivalent Personnel by Fiscal Year**



## Administration Program

## General Fund

## Budget Details

CHARACTER	OBJECT	2010 ACTUAL	2011 ACTUAL	2012 ADOPTED	2013 PROPOSED	CHANGE AMOUNT	CHANGE PERCENT
Salaries and Wages	WAGES & SALARIES	\$864,024	\$800,143	\$909,707	\$545,999	-\$363,708	-40.0%
	OTHER PREMIUM PAY	\$3,446	\$12,382	\$6,576	\$4,960	-\$1,616	-24.6%
<b>Salaries and Wages Total</b>		<b>\$867,470</b>	<b>\$812,525</b>	<b>\$916,283</b>	<b>\$550,959</b>	<b>-\$365,324</b>	<b>-39.9%</b>
Operations	MATERIALS & SUPPLIES	\$12,817	\$20,905	\$25,802	\$8,362	-\$17,440	-67.6%
	SERVICES	\$221,961	\$99,876	\$278,956	\$91,500	-\$187,456	-67.2%
	UTILITIES	\$8,262	\$8,151	\$8,955	\$3,900	-\$5,055	-56.4%
	TRAVEL	\$8,406	\$6,783	\$24,668	\$13,200	-\$11,468	-46.5%
	OTHER COSTS	\$105,293	\$109,531	\$124,183	\$113,000	-\$11,183	-9.0%
	NON BUDGETED EXPENDITURES	\$0	\$0	\$0	\$0	\$0	n/a
<b>Operations Total</b>		<b>\$356,739</b>	<b>\$245,246</b>	<b>\$462,564</b>	<b>\$229,962</b>	<b>-\$232,602</b>	<b>-50.3%</b>
Countywide Expenditures	OTHER COSTS	\$186	\$0	\$300	\$0	-\$300	-100.0%
	MATERIALS & SUPPLIES	\$840	\$169	\$0	\$0	\$0	n/a
<b>Countywide Expenditures Total</b>		<b>\$1,026</b>	<b>\$169</b>	<b>\$300</b>	<b>\$0</b>	<b>-\$300</b>	<b>-100.0%</b>
Equipment	MACHINERY & EQUIPMENT	\$289	\$3,555	\$0	\$0	\$0	n/a
<b>Equipment Total</b>		<b>\$289</b>	<b>\$3,555</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>n/a</b>
<b>TOTAL</b>		<b>\$1,225,524</b>	<b>\$1,061,495</b>	<b>\$1,379,147</b>	<b>\$780,921</b>	<b>-\$598,226</b>	<b>-43.4%</b>

## Position Details

POSITION NUMBER	POSITION DESCRIPTION	S.R./ STEP	2010 ADOPTED	2011 ADOPTED	2012 ADOPTED	2013 PROPOSED	CHANGE AMOUNT	CHANGE PERCENT
DF-0001	Director	NC-00	1.0	1.0	1.0	1.0	0.0	n/a
DF-0006	Risk Management Officer	EM-05	1.0	1.0	1.0	0.0	-1.0	-100.0%
DF-0010	Accountant III	SR-22G	1.0	1.0	1.0	0.0	-1.0	-100.0%
DF-0012	Administrative Assistant II	SR-22C	1.0	1.0	1.0	1.0	0.0	n/a
DF-0020	Treasurer	EM-05	1.0	1.0	1.0	0.0	-1.0	-100.0%
DF-0043	Accountant II	SR-20G	1.0	1.0	1.0	0.0	-1.0	-100.0%
DF-0077	Deputy Director	NC-00	1.0	1.0	1.0	1.0	0.0	n/a
DF-0086	Parking Lot Aide (30 hrs./week)	SR-04H	0.8	0.8	0.8	0.8	0.0	n/a
DF-0093	Auditor	SR-22C	1.0	1.0	1.0	1.0	0.0	n/a
DF-0118	Clerk II	SR-08C	1.0	1.0	1.0	1.0	0.0	n/a
DF-0119	Personnel Assistant II	SR-17A	1.0	1.0	1.0	1.0	0.0	n/a
DF-0127	Private Secretary	SR-20I	1.0	1.0	1.0	1.0	0.0	n/a
DF-0128	Loss Control Specialist	SR-24C	1.0	1.0	1.0	0.0	-1.0	-100.0%
DF-0130	Insurance & Claims Assistant II	SR-14B	1.0	1.0	1.0	0.0	-1.0	-100.0%
DF-0148	Safety Specialist II	SR-22D	1.0	1.0	1.0	0.0	-1.0	-100.0%
DF-0149	Real Property Manager	SR-22C	1.0	1.0	1.0	1.0	0.0	n/a
DF-0150	Safety Specialist II	SR-22D	1.0	1.0	1.0	0.0	-1.0	-100.0%
DF-0175	Internal Control Officer	EM-05	0.0	0.0	0.0	1.0	1.0	n/a
<b>TOTAL</b>			<b>16.8</b>	<b>16.8</b>	<b>16.8</b>	<b>9.8</b>	<b>-7.0</b>	<b>-41.7%</b>

## Changes from FY 2012 Adopted Budget

EXPLANATION OF CHANGES	GROSS APPROPS (\$)	INTERFUND TRANSFER (\$)	NET APPROPS (\$)	BUDG E/P
<b>FY 2012 Adopted Budget</b>	<b>1,379,147</b>	<b>0</b>	<b>1,379,147</b>	<b>16.8</b>
<b>Continuation Budget Request</b>				
1. <b>Salaries and Wages.</b> Reflects the following changes: DF-0006 Risk Management Officer, DF-0128 Loss Control Specialist, DF-0130 Insurance & Claims Assistant II, DF-0148 Safety Specialist II, and DF-0150 Safety Specialist II, decreases in E/P by 6.0 and salaries due to positions being transferred to Department of Corporation Counsel's Legal Services Program; DF-0010 Accountant III, DF-0020 Treasurer, and DF-0043 Accountant II, decrease in E/P by 3.0 and salaries due to positions being transferred to Treasury Program; offset by an increase in E/P of 1.0 and salaries for DF-0175 Internal Control Officer, due to position being transferred from the Account's Program.	(363,708)	0	(363,708)	(7.0)
2. <b>Other Premium Pay.</b> Reflects a decrease due to the movement of Risk Management section to Department of Corporation Counsel's Legal Services Program and into Treasury Program.	(5,616)	0	(5,616)	0.0
3. <b>Materials and Supplies.</b> Reflects decreases in medical and safety supplies, miscellaneous supplies and office supplies due to the movement of Risk Management section to Department of Corporation Counsel's Legal Services Program (\$16,100); decrease in office supplies (\$1,340) due to movement of the Treasury division as a new program.	(17,440)	0	(17,440)	0.0
4. <b>Services.</b> Reflects decreases in advertisement (\$100), other services (\$14,400), and professional services (\$1,000) due to the movement of Risk Management to Department of Corporation Counsel's Legal Services Program, and decreases in advertisement (\$400), collection fees (\$16,700), other services (\$300), printing and binding (\$900), professional services (\$8,500), bank charges (\$125,000), and security services (\$20,156) due to movement of the Treasury division as a new program.	(187,456)	0	(187,456)	0.0
5. <b>Utilities.</b> Reflects decrease in cellular telephone (\$3,000) due to the movement of Risk Management to Department of Corporation Counsel's Legal Services Program, and decreases in cellular telephone (\$1,830) and telephone (\$225) due to movement of the Treasury division as a new program.	(5,055)	0	(5,055)	0.0
6. <b>Travel.</b> Reflects decreases in travel related expenses of \$9,900 and \$4,068 due to the movement of Risk Management to Department of Corporation Counsel's Legal Services Program and movement of the Treasury division as a new program, respectively.	(13,968)	0	(13,968)	0.0



## Changes from FY 2012 Adopted Budget (Continued)

EXPLANATION OF CHANGES	GROSS APPROPS (\$)	INTERFUND TRANSFER (\$)	COUNTY NET COST (\$)	BUDG E/P
7. <b>Other Costs.</b> Reflects decreases in dues (\$1,500), miscellaneous other costs (\$119), physical examinations (\$50), publications and subscriptions (\$250), registration/training fees (\$6,000), and copy machine expenses (\$300) due to the movement of Risk Management to Department of Corporation Counsel's Legal Services Program and decreases in dues (\$574), meal allowance (\$54), miscellaneous other costs (\$567), publications and subscriptions (\$482), and registration/training fees (\$900), due to movement of the Treasury division as a new program. Also, reflects a net reduction of \$4,687 in rentals.	(15,483)	0	(15,483)	0.0
<b>Expansion Budget Request</b>				
1. <b>Other Premium.</b> Reflects additional appropriation relating to premium pay to provide for unanticipated overtime, leaves and absences.	4,000	0	4,000	0.0
2. <b>Travel.</b> Reflects additional appropriation for airfare/transportation (\$1,500), and per diem \$1,000) based on anticipated increase in trainings and meetings and based on historical activities, respectively.	2,500	0	2,500	0.0
3. <b>Other Costs.</b> Reflects additional appropriation for registration and training fees (\$2,500) and retirement awards (\$1,500) based on historical activities.	4,000	0	4,000	0.0
<b>TOTAL BUDGET REQUEST</b>	<b>(598,226)</b>	<b>0</b>	<b>(598,226)</b>	<b>(7.0)</b>
<b>FY 2013 PROPOSED BUDGET</b>	<b>780,921</b>	<b>0</b>	<b>780,921</b>	<b>9.8</b>

## Key Activity Goals &amp; Measures

Goal #1: To provide timely, accurate, and comprehensive financial reporting.

OBJECTIVES	SUCCESS MEASUREMENTS	FY 2011 ACTUAL	FY 2012 ESTIMATE	FY 2013 ESTIMATE
1. Provide timely financial reporting	Percentage of reports distributed on-time	N/A	N/A	100%
2. Audit processes & financial reports as needed	Percentage of scheduled audits completed on-time	N/A	N/A	100%
3. Ensure adequacy of internal controls	Percentage of scheduled division reviews of internal controls completed on time	N/A	N/A	100%

**Key Activity Goals & Measures (Continued)***Goal #2: To promote professionalism and skills for our employees.*

OBJECTIVES	SUCCESS MEASUREMENTS	FY 2011 ACTUAL	FY 2012 ESTIMATE	FY 2013 ESTIMATE
1. Improve Employee Satisfaction	Percentage of annual improvement on Employee Satisfaction Survey	N/A	N/A	5%
2. Build employee professionalism by regularly evaluating employees	Percentage of completed annual evaluations for all employees	N/A	N/A	100%
3. Provide a continuous learning environment for employees	Creation and implementation of training tracks for all employees by 12/1/2012	N/A	N/A	Yes

*Goal #3: To protect the County's assets by developing and maintaining effective internal controls.*

OBJECTIVES	SUCCESS MEASUREMENTS	FY 2011 ACTUAL	FY 2012 ESTIMATE	FY 2013 ESTIMATE
1. Ensure the adequacy of Internal Controls throughout the County	Establishment of a taskforce to assess adequacy of Countywide internal controls by 7/1/2012	N/A	N/A	Yes
2. Develop standards to assess the adequacy of Internal Controls (e.g., High Risk, Medium Risk, Low Risk, Best Practice)	Development and implementation of Countywide schedule by 7/1/2012	N/A	N/A	Yes

*Goal #4: Create or update internal processes, policies and procedures for all divisions based on recommendations from Internal Auditor & Internal Controls taskforce.*

OBJECTIVES	SUCCESS MEASUREMENTS	FY 2011 ACTUAL	FY 2012 ESTIMATE	FY 2013 ESTIMATE
1. Identify situations where processes, policies, and procedures need to be developed or revised to increase efficiency	Percentage of reviewed recommendations and implemented countermeasures to address "High Risk" issues	N/A	N/A	100%
2. Identify situations where processes, policies, and procedures are effective and should be replicated and used as "best practices"	Percentage of reviewed recommendations and implemented methods to replicate "best practices"	N/A	N/A	100%

### Program Description

The Administration/Risk Management/Treasury Program was previously under the Department of Finance. This fiscal year, the creation of a new program called Treasury Program is being proposed. No new equivalent personnel are being proposed this fiscal year with the creation of this new program. Positions were transferred from the Treasury Division, previously under the Administration Program to form the Treasury Administration/Investment and Banking Section. The positions under the new sections, Real Property Tax (RPT) and Fee Collections, and Tax Relief were transferred from the Financial Services Program.

### Activity at a Glance

- High Quality Cash Management Services
- Oversees and Monitors County Bond Issuance and Debt Management
- Collection of Real Property Taxes & Fees
- Implementation of Tax Relief Program
- Management of Tax Sale

The Treasury Administration/Investment and Banking Section provides the centralized managing and investing of the County's cash, issuing and maintaining bonds, financing projects, managing debt, and ensuring our investments are secure and adequately collateralized. Treasury administration bills and collects for various County charges. Treasury also coordinates bad check collections with the assistance of a collection agency. The RPT and Fee Collections and Tax Relief sections collect all real property taxes and fees and administer tax relief programs. They also oversee the tax sale of properties with delinquent taxes.

### Population Served

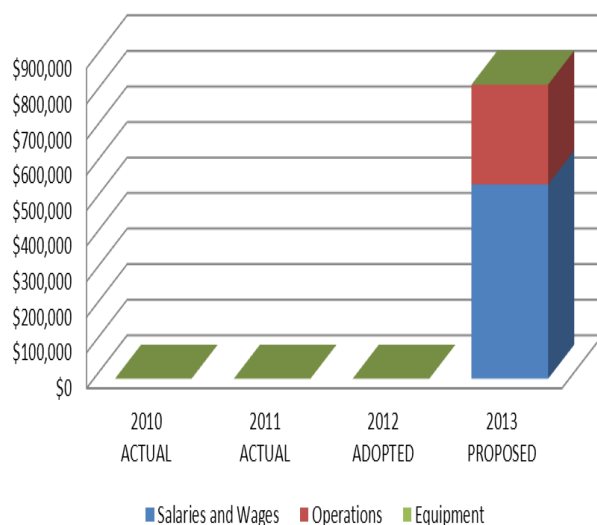
The Treasury Program serves the County departments and its citizens.

### Services Provided

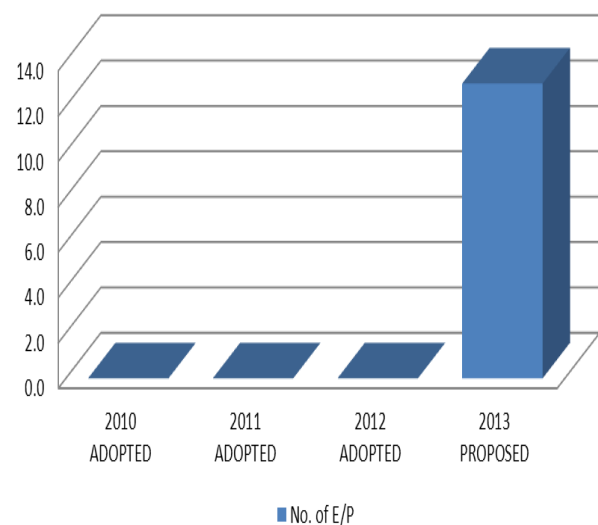
The Treasury Program provides banking and investment, debt management, and revenue collection and accounting services, collects real property taxes and fees, processes circuit tax breaker, and manages tax sales.

### Program Summary

**Expenditures By Character**



**Equivalent Personnel by Fiscal Year**



## Budget Details

CHARACTER	OBJECT	2010 ACTUAL	2011 ACTUAL	2012 ADOPTED	2013 PROPOSED	CHANGE AMOUNT	CHANGE PERCENT
Salaries and Wages	WAGES & SALARIES	\$0	\$0	\$0	\$543,624	\$543,624	n/a
	OTHER PREMIUM PAY	\$0	\$0	\$0	\$3,000	\$3,000	n/a
<b>Salaries and Wages Total</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$546,624</b>	<b>\$546,624</b>	<b>n/a</b>
Operations	MATERIALS & SUPPLIES	\$0	\$0	\$0	\$9,140	\$9,140	n/a
	SERVICES	\$0	\$0	\$0	\$239,156	\$239,156	n/a
	UTILITIES	\$0	\$0	\$0	\$2,055	\$2,055	n/a
	TRAVEL	\$0	\$0	\$0	\$10,955	\$10,955	n/a
	OTHER COSTS	\$0	\$0	\$0	\$19,577	\$19,577	n/a
<b>Operations Total</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$280,883</b>	<b>\$280,883</b>	<b>n/a</b>
Equipment	MACHINERY & EQUIPMENT	\$0	\$0	\$0	\$0	\$0	n/a
<b>Equipment Total</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>n/a</b>
<b>TOTAL</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$827,507</b>	<b>\$827,507</b>	<b>n/a</b>

## Position Details

POSITION NUMBER	POSITION DESCRIPTION	S.R./ STEP	2010 ADOPTED	2011 ADOPTED	2012 ADOPTED	2013 PROPOSED	CHANGE AMOUNT	CHANGE PERCENT
DF-0010	Accountant III	SR-22G	0.0	0.0	0.0	1.0	1.0	n/a
DF-0020	Treasurer	EM-05	0.0	0.0	0.0	1.0	1.0	n/a
DF-0043	Accountant II	SR-20G	0.0	0.0	0.0	1.0	1.0	n/a
DF-0047	Delinquent Tax Collection Assistant II	SR-17E	0.0	0.0	0.0	1.0	1.0	n/a
DF-0053	Tax Relief & Collection Supervisor	SR-20G	0.0	0.0	0.0	1.0	1.0	n/a
DF-0067	Cashier II	SR-12B	0.0	0.0	0.0	1.0	1.0	n/a
DF-0071	Cashier II	SR-12B	0.0	0.0	0.0	1.0	1.0	n/a
DF-0116	Tax Clerk I	SR-12A	0.0	0.0	0.0	1.0	1.0	n/a
DF-0165	Delinquent Tax Collection Assistant II	SR-17G	0.0	0.0	0.0	1.0	1.0	n/a
DF-0172	Tax Clerk I	SR-12A	0.0	0.0	0.0	1.0	1.0	n/a
DF-0178	Delinquent Tax Collections Assistant I	SR-15D	0.0	0.0	0.0	1.0	1.0	n/a
DF-0180	Cashier II	SR-12A	0.0	0.0	0.0	1.0	1.0	n/a
DF-0181	Cashier II	SR-12A	0.0	0.0	0.0	1.0	1.0	n/a
<b>TOTAL</b>			<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>13.0</b>	<b>13.0</b>	<b>n/a</b>

## Changes from FY 2012 Adopted Budget

EXPLANATION OF CHANGES	GROSS APPROPS (\$)	INTERFUND TRANSFER (\$)	NET APPROPS (\$)	BUDG E/P
<b>FY 2012 Adopted Budget</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>
<b>Continuation Budget Request</b>				
1. <b>Salaries and Wages:</b> Reflects the following changes: DF-0010 Accountant III, DF-0020 Treasurer, and DF-0043 Accountant, increase in E/P by 3.0 and salaries due to movement from Administration/Risk/Treasury Program, and DF-0047 Delinquent Tax Collection Asst II, DF-0053 Tax Relief & Collection Supervisor, DF-0067, DF-0071, DF-0180, and DF-181, Cashier II, DF-0116 and DF-0172 Tax Clerk I, DF-0165 and DF-0178 Delinquent Tax Collection Asst II and I, respectively, increase in E/P by 10.0 and salaries due to movement of positions from Financial Services' RPT Division.	543,624	0	543,624	13.0

## Changes from FY 2012 Adopted Budget (Continued)

EXPLANATION OF CHANGES	GROSS APPROPS (\$)	INTERFUND TRANSFER (\$)	NET APPROPS (\$)	BUDG E/P
2. <b>Materials and Supplies.</b> Reflects appropriations for office supplies (\$8,940) and postage (\$200) that were transferred from Treasury division or RPT - Collection/Tax Relief section.	9,140	0	9,140	0.0
3. <b>Services.</b> Reflects appropriations for advertisement (\$1,500), collection fees (\$16,700), contractual services (\$33,200), other services (\$39,300), printing and binding (\$30,900), professional services (\$22,500), bank charges (\$75,000), and security charges (\$20,156) that were transferred from Treasury division or RPT - Collection/Tax Relief section.	239,156	0	239,156	0.0
4. <b>Utilities.</b> Reflects appropriations for cellular telephone (\$1,830) and telephone (\$225) that were transferred from Treasury division or RPT - Collection/Tax Relief section.	2,055	0	2,055	0.0
5. <b>Travel.</b> Reflects appropriations for travel expenses that were transferred from Treasury division or RPT - Collection/Tax Relief section.	10,955	0	10,955	0.0
6. <b>Other Costs.</b> Reflects appropriations for dues (\$574), meal allowance (\$54), miscellaneous other costs (\$567), publications and subscriptions (\$482), registration/training fees (\$16,900), and rentals (\$1,000) that were transferred from Treasury division or RPT - Collection/Tax Relief section.	19,577	0	19,577	0.0
<b>Expansion Budget Request</b>				
1. <b>Other Premium Pay.</b> Reflects additional appropriation due to anticipated overtime relating to the movement of positions from various programs into this new program.	3,000	0	3,000	0.0
<b>TOTAL BUDGET REQUEST</b>	<b>827,507</b>	<b>0</b>	<b>827,507</b>	<b>13.0</b>
<b>FY 2013 PROPOSED BUDGET</b>	<b>827,507</b>	<b>0</b>	<b>827,507</b>	<b>13.0</b>

## Key Activity Goals &amp; Measures

*Goal #1: Deliver high quality cash management services driven by cost effective solutions, creativity and fiduciary responsibility.*

OBJECTIVES	SUCCESS MEASUREMENTS	FY 2011 ACTUAL	FY 2012 ESTIMATE	FY 2013 ESTIMATE
1. Ensure that the yield on the County's fund investment earnings equal or exceed two year Treasury constant maturity rate	Investments yield meet or exceed two year of U.S. Treasury constant maturity rate	N/A	N/A	Yes

**Key Activity Goals & Measures (Continued)**

*Goal #2: Deliver debt management and issuance services in the most efficient and effective manner.*

OBJECTIVES	SUCCESS MEASUREMENTS	FY 2011 ACTUAL	FY 2012 ESTIMATE	FY 2013 ESTIMATE
1. Ensure that outstanding debts are paid on time	Percentage of debt payment obligations that are paid on time	N/A	N/A	100%

*Goal #3: Deliver countywide revenue collections, accounting, budgeting and operational services timely and accurately while striving to improve efficiency, promote accountability, and reduce costs.*

OBJECTIVES	SUCCESS MEASUREMENTS	FY 2011 ACTUAL	FY 2012 ESTIMATE	FY 2013 ESTIMATE
1. Collect revenues on a timely basis, implement centralized revenue collections and account for them accurately	Percentage of revenues collected based on estimated revenues	N/A	N/A	100%

*Goal #4: Collect real property taxes and ensure that all collections are deposited to bank accounts expeditiously.*

OBJECTIVES	SUCCESS MEASUREMENTS	FY 2011 ACTUAL	FY 2012 ESTIMATE	FY 2013 ESTIMATE
1. Collect real property taxes on a timely basis and account for them accurately	Percentage of revenues collected based on Accounts Receivable	N/A	N/A	100%

*Goal #5: Administer tax relief program for the County.*

OBJECTIVES	SUCCESS MEASUREMENTS	FY 2011 ACTUAL	FY 2012 ESTIMATE	FY 2013 ESTIMATE
1. Process circuit breaker applications and apply the appropriate credits to qualified applicants	Percentage of qualified applicants based on total applications	N/A	N/A	80%

*Goal #6: Aggressively collect delinquent taxes by conducting tax sales.*

OBJECTIVES	SUCCESS MEASUREMENTS	FY 2011 ACTUAL	FY 2012 ESTIMATE	FY 2013 ESTIMATE
1. Manage tax sales of real properties with delinquent real property taxes	Percentage of properties closed during tax sales based on properties with delinquent taxes	N/A	N/A	90%

**Program Description**

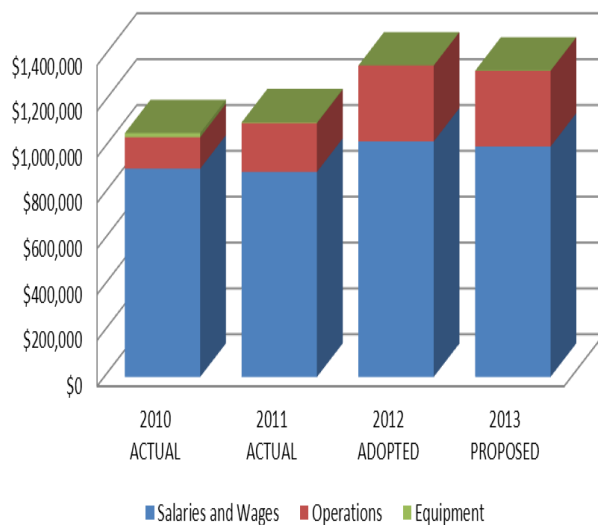
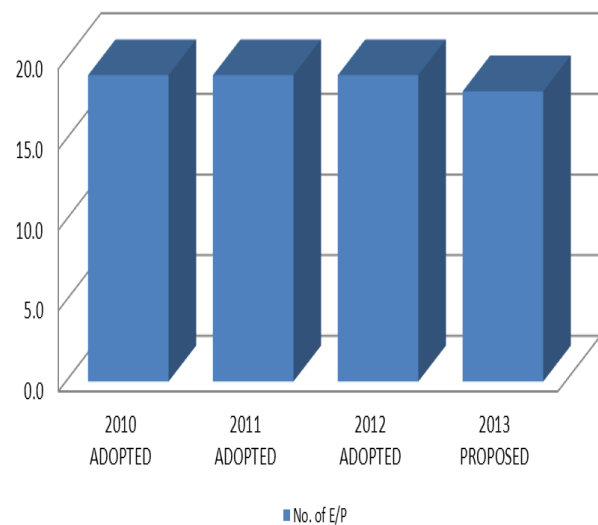
This program consists of the Accounts Division, who is responsible for processing accounts payable and payroll function, and for managing the financial reporting for the County and is responsible for the preparation of the Comprehensive Annual Financial Report.

**Population Served**

The Accounts Program serves the County Vendors, Employees, Citizens of County of Maui, County Bondholders, Banking Institutions.

**Services Provided**

The Accounts Program provides centralized accounting and financial reporting for all County operations, accounts payable, fixed assets and payroll processing and administration.

**Program Summary****Expenditures By Character****Equivalent Personnel by Fiscal Year****Budget Details**

CHARACTER	OBJECT	2010 ACTUAL	2011 ACTUAL	2012 ADOPTED	2013 PROPOSED	CHANGE AMOUNT	CHANGE PERCENT
Salaries and Wages	WAGES & SALARIES	\$889,076	\$872,254	\$1,013,888	\$984,888	-\$29,000	-2.9%
	OTHER PREMIUM PAY	\$19,587	\$22,423	\$13,620	\$20,000	\$6,380	46.8%
<b>Salaries and Wages Total</b>		<b>\$908,663</b>	<b>\$894,678</b>	<b>\$1,027,508</b>	<b>\$1,004,888</b>	<b>-\$22,620</b>	<b>-2.2%</b>
Operations	MATERIALS & SUPPLIES	\$32,304	\$31,049	\$16,550	\$24,450	\$7,900	47.7%
	SERVICES	\$83,745	\$151,264	\$281,087	\$265,437	-\$15,650	-5.6%
	UTILITIES	\$754	\$2,417	\$2,650	\$2,650	\$0	n/a
	TRAVEL	\$2,277	\$5,664	\$7,100	\$9,100	\$2,000	28.2%
	OTHER COSTS	\$18,076	\$22,585	\$24,150	\$28,900	\$4,750	19.7%
<b>Operations Total</b>		<b>\$137,155</b>	<b>\$212,979</b>	<b>\$331,537</b>	<b>\$330,537</b>	<b>-\$1,000</b>	<b>-0.3%</b>
Equipment	MACHINERY & EQUIPMENT	\$18,045	\$2,907	\$0	\$1,000	\$1,000	n/a
<b>Equipment Total</b>		<b>\$18,045</b>	<b>\$2,907</b>	<b>\$0</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>n/a</b>
<b>TOTAL</b>		<b>\$1,063,862</b>	<b>\$1,110,563</b>	<b>\$1,359,045</b>	<b>\$1,336,425</b>	<b>-\$22,620</b>	<b>-1.7%</b>



## Accounts Program

## General Fund

## Position Details

POSITION NUMBER	POSITION DESCRIPTION	S.R./ STEP	2010 ADOPTED	2011 ADOPTED	2012 ADOPTED	2013 PROPOSED	CHANGE AMOUNT	CHANGE PERCENT
DF-0004	Accounting System Administrator	EM-07	1.0	1.0	1.0	1.0	0.0	n/a
DF-0008	Accountant I	SR-18C	1.0	1.0	1.0	1.0	0.0	n/a
DF-0011	Control Accounts Clerk	SR-15E	1.0	1.0	1.0	1.0	0.0	n/a
DF-0013	Accountant V	SR-26J	1.0	1.0	1.0	1.0	0.0	n/a
DF-0014	Accountant IV	SR-24I	1.0	1.0	1.0	1.0	0.0	n/a
DF-0015	Pre-Audit Clerk II	SR-13K	1.0	1.0	1.0	1.0	0.0	n/a
DF-0016	Pre-Audit Clerk III	SR-17K	1.0	1.0	1.0	1.0	0.0	n/a
DF-0017	Pre-Audit Clerk II	SR-13E	1.0	1.0	1.0	1.0	0.0	n/a
DF-0018	Pre-Audit Clerk III	SR-15I	1.0	1.0	1.0	1.0	0.0	n/a
DF-0019	Accountant III	SR-22C	1.0	1.0	1.0	1.0	0.0	n/a
DF-0041	Pre-Audit Clerk II	SR-13B	1.0	1.0	1.0	1.0	0.0	n/a
DF-0042	Fiscal Control Analyst	EM-03	1.0	1.0	1.0	1.0	0.0	n/a
DF-0121	Control Accounts Clerk	SR-15L	1.0	1.0	1.0	1.0	0.0	n/a
DF-0126	Accountant I	SR-24G	1.0	1.0	1.0	1.0	0.0	n/a
DF-0151	Pre-Audit Clerk I	SR-11C	1.0	1.0	1.0	1.0	0.0	n/a
DF-0162	Accountant II	SR-22E	1.0	1.0	1.0	1.0	0.0	n/a
DF-0169	Accountant IV	SR-24I	1.0	1.0	1.0	1.0	0.0	n/a
DF-0174	Assistant Accounts System Administrator	EM-05	1.0	1.0	1.0	1.0	0.0	n/a
DF-0175	Financial Analyst III	SR-26C	1.0	1.0	1.0	0.0	-1.0	-100.0%
<b>TOTAL</b>			<b>19.0</b>	<b>19.0</b>	<b>19.0</b>	<b>18.0</b>	<b>-1.0</b>	<b>-5.3%</b>

## Changes from FY 2012 Adopted Budget

EXPLANATION OF CHANGES	GROSS APPROPS (\$)	INTERFUND TRANSFER (\$)	NET APPROPS (\$)	BUDG E/P
<b>FY 2012 Adopted Budget</b>	<b>1,359,045</b>	<b>0</b>	<b>1,359,045</b>	<b>19.0</b>
<b>Continuation Budget Request</b>				
1. <b>Salaries and Wages:</b> Reflects the following changes: DF-0016 Pre-Audit Clerk III, increase due to reallocation from SR-15K, DF-0126 Account I, increase due to reallocation from SR-18G, and DF-0162 Accountant II, increase due to reallocation from SR-20E; offset by decrease in salary for DF-0175 Financial Analyst III, due to movement of position in the Administration Program as an Internal Control Officer, EM-05; the E/P count decrease by 1.0 due to this transfer.	(29,000)	0	(29,000)	(1.0)
2. <b>Premium Pay.</b> Reflects a flat budget increase in premium pay due to unanticipated vacancies and absences.	6,380	0	6,380	0.0
3. <b>Materials and Supplies.</b> Reflects flat budget increases in miscellaneous supplies (\$900), and office supplies (\$7,000) based on current and historical expenditures.	7,900	0	7,900	0.0
4. <b>Services.</b> Reflects flat budget decreases in computer services (\$650), other services (\$1,500), printing and binding (\$13,000), and R&M services/contracts (\$500) based on current and historical expenditures.	(15,650)	0	(15,650)	0.0
5. <b>Travel.</b> Reflects flat budget increases in travel expenses based on anticipated increase in training and offsite meetings.	2,000	0	2,000	0.0



## Changes from FY 2012 Adopted Budget (Continued)

EXPLANATION OF CHANGES	GROSS APPROPS (\$)	INTERFUND TRANSFER (\$)	NET APPROPS (\$)	BUDG E/P
6. <b>Other Costs.</b> Reflects flat budget increases in dues (\$500), meal allowance (\$1,000), publications and subscriptions (\$250), registration/training fees (\$2,000), and computer software (\$1,000).	4,750	0	4,750	0.0
<b>Expansion Budget Request</b>				
1. <b>Machinery and Equipment.</b> Reflects appropriation to purchase office furniture and computer software to change hard copy distribution of reports to electronic format.	1,000	0	1,000	0.0
<b>TOTAL BUDGET REQUEST</b>	<b>(22,620)</b>	<b>0</b>	<b>(22,620)</b>	<b>(1.0)</b>
<b>FY 2013 PROPOSED BUDGET</b>	<b>1,336,425</b>	<b>0</b>	<b>1,336,425</b>	<b>18.0</b>

## Key Activity Goals &amp; Measures

Goal #1: Provide reliable, accurate and user-friendly financial reports on a timely basis.

OBJECTIVES	SUCCESS MEASUREMENTS	FY 2011 ACTUAL	FY 2012 ESTIMATE	FY 2013 ESTIMATE
1. Timely preparation and completion of the CAFR	Completion of CAFR by December 31st	N/A	N/A	Yes
2. CAFR will accurately represent the financial condition and reporting of the County of Maui	Number of audit findings or qualifications of CAFR (equal to 0)	N/A	N/A	0
3. Timely preparation and completion of the Single Audit	Completion of Single Audit Report by March 31 <sup>st</sup>	N/A	N/A	Yes
4. Improve Single Audit reporting process	Percentage of significant deficiencies and other findings found on the Single Audit report (equal or less than 40%)	N/A	N/A	≤40%
5. Timely preparation of monthly reports to other Departments	Percentage of completed month-end closing entries by 10 <sup>th</sup> of subsequent month	N/A	N/A	100%
	Percentage of report generated and distributed departments by 15 <sup>th</sup> of subsequent month	N/A	N/A	100%
6. Timely preparation of Quarterly Reports	Completion and transmission of the Quarterly Reports to the County Council by the due dates set by the Maui County Code	N/A	N/A	Yes

**Key Activity Goals & Measures (Continued)**

*Goal #2: Generate, audit and maintain accurate payroll and payroll records utilizing a paperless, self-service payroll input software system.*

OBJECTIVES	SUCCESS MEASUREMENTS	FY 2011 ACTUAL	FY 2012 ESTIMATE	FY 2013 ESTIMATE
1. Implement paperless payroll system with self-input by each County employee wherever practicable	Percentage of County employees trained to the Payroll Self-Input by FY 2013	N/A	N/A	100%
	Percentage of County employees converted to the Payroll Self-Input by FY 2013	N/A	N/A	100%
2. Enhance review and audit of payroll input and output process	Percentage of Department Personnel Officer (DPOs) trained on how to audit payroll batches	N/A	N/A	100%
	Completion of additional audit procedures for payroll staff to perform to enhance the audit and review process	N/A	N/A	Yes
	Percentage of payroll input and/or processing errors (equal or less than 40%)	N/A	N/A	≤40%

*Goal #3: Audit and process accounts payable requests accurately and in a timely manner.*

OBJECTIVES	SUCCESS MEASUREMENTS	FY 2011 ACTUAL	FY 2012 ESTIMATE	FY 2013 ESTIMATE
1. Improve coordination and interaction among Accounts staff handling accounts payable transactions	Percentage of accounts payables processed within 14 calendar days from date of receipt	N/A	N/A	100%

*Goal #4: Improve and enhance existing processes wherever possible to improve efficiency and/or to reduce costs.*

OBJECTIVES	SUCCESS MEASUREMENTS	FY 2011 ACTUAL	FY 2012 ESTIMATE	FY 2013 ESTIMATE
1. Update the Record Retention Policy for the division	Completion of the Updated Record Retention Policy for implementation by the division by 6/30/13	N/A	N/A	Yes

**Key Activity Goals & Measures (Continued)**

*Goal #4: Improve and enhance existing processes wherever possible to improve efficiency and/or to reduce costs (Continued).*

OBJECTIVES	SUCCESS MEASUREMENTS	FY 2011 ACTUAL	FY 2012 ESTIMATE	FY 2013 ESTIMATE
2. Reduce processing time and increase productivity and efficiency of regular accounting process	Percentage of employees within the division that are trained on accounts-related processes by 3/31/13	N/A	N/A	100%
	Percentage of employees from other departments that are trained on accounts-related processes by 6/30/13	N/A	N/A	100%
	Percentage of DPOs trained to access payroll reports independently without assistance from Payroll personnel by 2Q FY 2013	N/A	N/A	100%
	Development of paperless methods to provide copies of journalized entries to the departments by 1Q FY 2013	N/A	N/A	Yes
	Percentage of departments with designated staff to process accounts payable by 2Q FY 2013	N/A	N/A	100%
	Average number of days to review departments' Request for Proposal (RFPs) relating to the financial stability and strength of bidding companies (less than 14 days)	N/A	N/A	<14 days
	Percentage of department's RFPs reviewed within 14 days from the date of receipt	N/A	N/A	100%

**Key Activity Goals & Measures (Continued)**

*Goal #5: Provide opportunities for staff to excel and grow professionally at the County of Maui.*

OBJECTIVES	SUCCESS MEASUREMENTS	FY 2011 ACTUAL	FY 2012 ESTIMATE	FY 2013 ESTIMATE
1. Enhance staff skills and knowledge	Number of group training attended annually (equal to or more than one)	N/A	N/A	≥1
	Number of trainings offered/provided to employees based on their developmental plan (equal to or more than one)	N/A	N/A	≥1
	Number of cross-trainings provided to employees annually (equal to or more than two)	N/A	N/A	≥2

## Purchasing Program

## General Fund

**Program Description**

The Purchasing Program administers construction bids and procures goods and services for the County.

**Population Served**

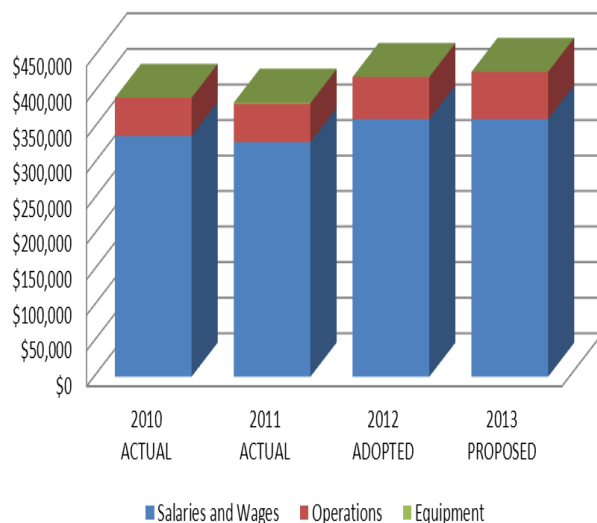
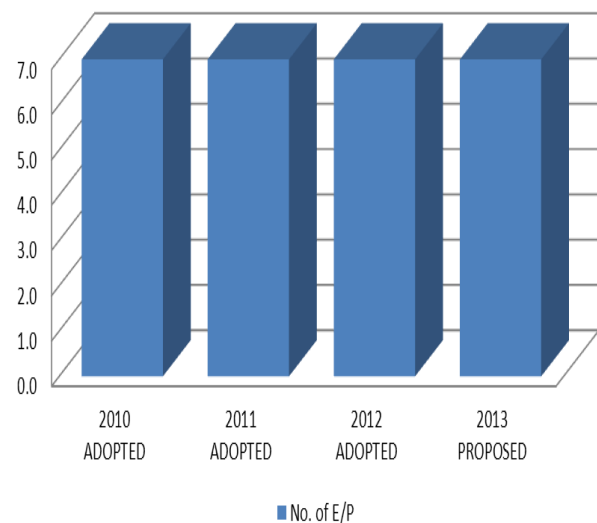
The Purchasing Program serves all County departments and contractors bidding and procuring goods and services.

**Activity at a Glance**

- Purchased \$55,258,550 Annually
- Processed 18,727 of PCard Transactions
- Approved Purchase Orders 16,443
- Processed 102 Formal Bids

**Services Provided**

The Purchasing Program provides procurement services.

**Program Summary****Expenditures By Character****Equivalent Personnel by Fiscal Year****Budget Details**

CHARACTER	OBJECT	2010 ACTUAL	2011 ACTUAL	2012 ADOPTED	2013 PROPOSED	CHANGE AMOUNT	CHANGE PERCENT
Salaries and Wages	WAGES & SALARIES	\$338,515	\$329,702	\$361,680	\$361,680	\$0	n/a
	OTHER PREMIUM PAY	\$312	\$572	\$800	\$800	\$0	n/a
<b>Salaries and Wages Total</b>		<b>\$338,827</b>	<b>\$330,274</b>	<b>\$362,480</b>	<b>\$362,480</b>	<b>\$0</b>	<b>n/a</b>
Operations	MATERIALS & SUPPLIES	\$2,873	\$6,219	\$4,534	\$4,534	\$0	n/a
	SERVICES	\$11,223	\$7,265	\$4,500	\$4,500	\$0	n/a
	UTILITIES	\$3,050	\$3,027	\$3,300	\$3,300	\$0	n/a
	TRAVEL	\$0	\$0	\$0	\$4,800	\$4,800	n/a
	OTHER COSTS	\$36,372	\$37,673	\$46,821	\$49,221	\$2,400	5.1%
<b>Operations Total</b>		<b>\$53,518</b>	<b>\$54,183</b>	<b>\$59,155</b>	<b>\$66,355</b>	<b>\$7,200</b>	<b>12.2%</b>
Equipment	MACHINERY & EQUIPMENT	\$22	\$1,060	\$0	\$0	\$0	n/a
<b>Equipment Total</b>		<b>\$22</b>	<b>\$1,060</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>n/a</b>
<b>TOTAL</b>		<b>\$392,367</b>	<b>\$385,517</b>	<b>\$421,635</b>	<b>\$428,835</b>	<b>\$7,200</b>	<b>1.7%</b>

## Purchasing Program

## General Fund

## Position Details

POSITION NUMBER	POSITION DESCRIPTION	S.R./ STEP	2010 ADOPTED	2011 ADOPTED	2012 ADOPTED	2013 PROPOSED	CHANGE AMOUNT	CHANGE PERCENT
DF-0007	Central Purchasing Agent	EM-03	1.0	1.0	1.0	1.0	0.0	n/a
DF-0027	Buyer II	SR-15J	1.0	1.0	1.0	1.0	0.0	n/a
DF-0040	Contracts Clerk	SR-12H	1.0	1.0	1.0	1.0	0.0	n/a
DF-0059	Purchasing Specialist III	SR-20J	1.0	1.0	1.0	1.0	0.0	n/a
DF-0080	Purchasing Specialist V	SR-24J	1.0	1.0	1.0	1.0	0.0	n/a
DF-0113	Clerk III	SR-10D	1.0	1.0	1.0	1.0	0.0	n/a
DF-0167	Contracts Clerk	SR-12G	1.0	1.0	1.0	1.0	0.0	n/a
<b>TOTAL</b>			<b>7.0</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>	<b>0.0</b>	<b>n/a</b>

## Changes from FY 2012 Adopted Budget

EXPLANATION OF CHANGES	GROSS APPROPS (\$)	INTERFUND TRANSFER (\$)	NET APPROPS (\$)	BUDG E/P
<b>FY 2012 Adopted Budget</b>	<b>421,635</b>	<b>0</b>	<b>421,635</b>	<b>7.0</b>
<b>Expansion Budget Request</b>				
1. <b>Travel.</b> Reflects additional appropriation for travel expenses to attend trainings relating to NIFGP.	4,800	0	4,800	0.0
2. <b>Other Costs.</b> Reflects additional appropriation for registration/training fees to attend trainings relating to NIFGP.	2,400	0	2,400	0.0
<b>TOTAL BUDGET REQUEST</b>	<b>7,200</b>	<b>0</b>	<b>7,200</b>	<b>0.0</b>
<b>FY 2013 PROPOSED BUDGET</b>	<b>428,835</b>	<b>0</b>	<b>428,835</b>	<b>7.0</b>

## Key Activity Goals &amp; Measures

*Goal #1: Provide excellent customer service to our internal customers.*

OBJECTIVES	SUCCESS MEASUREMENTS	FY 2011 ACTUAL	FY 2012 ESTIMATE	FY 2013 ESTIMATE
1. Contribute to the efficiency of our internal customers	Percentage of total requisitions completed within 2 days	N/A	N/A	99%

*Goal #2: Improve efficiency in processing bids and in procuring goods and services.*

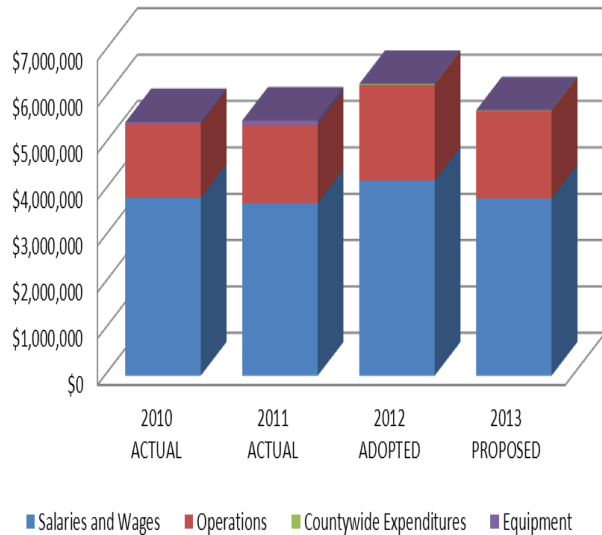
OBJECTIVES	SUCCESS MEASUREMENTS	FY 2011 ACTUAL	FY 2012 ESTIMATE	FY 2013 ESTIMATE
1. Implement decentralized requisitioning	Completion of a decentralized requisition system by end of FY 2013	N/A	N/A	Yes
2. Implement on-line plan holders list	Identify implementation method of an on-line plan holders list by end FY 2013	N/A	N/A	Yes
3. Notification of winning bidders in the County's website	Average number of days from the date of award when information are posted in the County's website	N/A	N/A	7

### Program Description

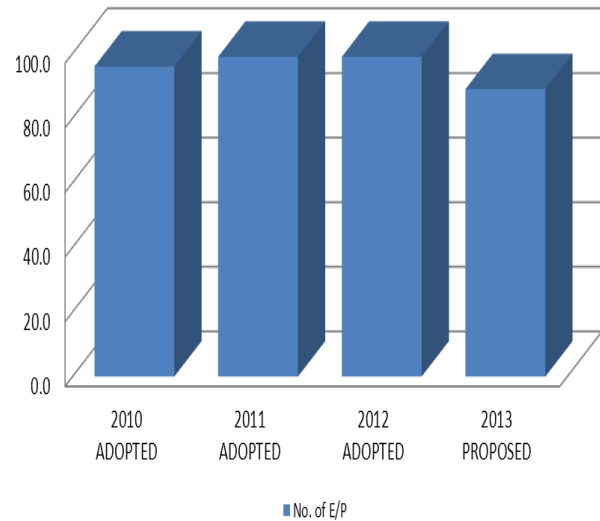
The Financial Services Program consists of the Real Property Assessment and Motor Vehicle and Licensing divisions. The program description, populations served, services provided, and key goals and measures for each division are presented separately in the next few pages.

### Program Summary

**Expenditures By Character**



**Equivalent Personnel by Fiscal Year**



### Budget Details

CHARACTER	OBJECT	2010 ACTUAL	2011 ACTUAL	2012 ADOPTED	2013 PROPOSED	CHANGE AMOUNT	CHANGE PERCENT
Salaries and Wages	WAGES & SALARIES	\$3,818,646	\$3,696,517	\$4,112,436	\$3,746,712	-\$365,724	-8.9%
	OTHER PREMIUM PAY	\$18,207	\$30,193	\$97,811	\$77,972	-\$19,839	-20.3%
<b>Salaries and Wages Total</b>		<b>\$3,836,853</b>	<b>\$3,726,710</b>	<b>\$4,210,247</b>	<b>\$3,824,684</b>	<b>-\$385,563</b>	<b>-9.2%</b>
Operations	MATERIALS & SUPPLIES	\$245,207	\$86,709	\$315,069	\$290,200	-\$24,869	-7.9%
	SERVICES	\$586,461	\$1,051,114	\$814,675	\$823,032	\$8,357	1.0%
	UTILITIES	\$43,629	\$21,210	\$27,900	\$26,388	-\$1,512	-5.4%
	TRAVEL	\$21,420	\$24,906	\$31,643	\$32,643	\$1,000	3.2%
	OTHER COSTS	\$700,489	\$493,482	\$872,855	\$713,935	-\$158,920	-18.2%
<b>Operations Total</b>		<b>\$1,597,206</b>	<b>\$1,677,421</b>	<b>\$2,062,142</b>	<b>\$1,886,198</b>	<b>-\$175,944</b>	<b>-8.5%</b>
Countywide Expenditures	OTHER COSTS	\$0	\$920	\$15,700	\$15,700	\$0	n/a
	SERVICES	\$0	\$375	\$0	\$0	\$0	n/a
<b>Countywide Expenditures Total</b>		<b>\$0</b>	<b>\$1,295</b>	<b>\$15,700</b>	<b>\$15,700</b>	<b>\$0</b>	<b>n/a</b>
Equipment	CAPITAL OUTLAY	\$16,264	\$525	\$0	\$0	\$0	n/a
	LEASEHOLD IMPROVEMENTS	\$5,314	\$0	\$0	\$0	\$0	n/a
	MACHINERY & EQUIPMENT	\$9,273	\$98,516	\$4,200	\$0	-\$4,200	-100.0%
	CIP EXPENDITURE	\$0	\$0	\$0	\$0	\$0	n/a
<b>Equipment Total</b>		<b>\$30,851</b>	<b>\$99,041</b>	<b>\$4,200</b>	<b>\$0</b>	<b>-\$4,200</b>	<b>-100.0%</b>
<b>TOTAL</b>		<b>\$5,464,910</b>	<b>\$5,504,467</b>	<b>\$6,292,289</b>	<b>\$5,726,582</b>	<b>-\$565,707</b>	<b>-9.0%</b>

## Financial Services Program

## General Fund

## Position Details

POSITION NUMBER	POSITION DESCRIPTION	S.R/ STEP	2010 ADOPTED	2011 ADOPTED	2012 ADOPTED	2013 PROPOSED	CHANGE AMOUNT	CHANGE PERCENT
DF-0022	Service Representative II	SR-13B	1.0	1.0	1.0	1.0	0.0	n/a
DF-0023	Service Representative III	SR-15C	1.0	1.0	1.0	1.0	0.0	n/a
DF-0025	Customer Service Supervisor	SR-22F	1.0	1.0	1.0	1.0	0.0	n/a
DF-0028	Service Representative II	SR-13E	1.0	1.0	1.0	1.0	0.0	n/a
DF-0030	Service Representative III	SR-15I	1.0	1.0	1.0	1.0	0.0	n/a
DF-0031	Driver License Examiner Supervisor	SR-20H	1.0	1.0	1.0	1.0	0.0	n/a
DF-0032	Driver License Examiner I	SR-16G	1.0	1.0	1.0	1.0	0.0	n/a
DF-0033	Motor Vehicle and Licensing Administrator	EM-05	1.0	1.0	1.0	1.0	0.0	n/a
DF-0034	Driver License Examiner I	SR-16L	1.0	1.0	1.0	1.0	0.0	n/a
DF-0038	Service Representative II	SR-13C	1.0	1.0	1.0	1.0	0.0	n/a
DF-0044	Tax Clerk I	SR-12C	1.0	1.0	1.0	1.0	0.0	n/a
DF-0047	Delinquent Tax Collection Assistant II	SR-17E	1.0	1.0	1.0	0.0	-1.0	-100.0%
DF-0048	Tax Maps & Records Technician II	SR-15D	1.0	1.0	1.0	1.0	0.0	n/a
DF-0049	Real Property Appraiser IV	SR-22D	1.0	1.0	1.0	1.0	0.0	n/a
DF-0050	Real Property Appraiser IV	SR-22F	1.0	1.0	1.0	1.0	0.0	n/a
DF-0051	Real Property Appraiser V	SR-24I	1.0	1.0	1.0	1.0	0.0	n/a
DF-0052	Assistant Real Property Assessment Administrator	EM-05	1.0	1.0	1.0	1.0	0.0	n/a
DF-0053	Tax Relief & Collection Supervisor	SR-20G	1.0	1.0	1.0	0.0	-1.0	-100.0%
DF-0054	Supervising Real Property Tax Clerk	SR-18I	1.0	1.0	1.0	1.0	0.0	n/a
DF-0055	Tax Clerk I	SR-12C	1.0	1.0	1.0	1.0	0.0	n/a
DF-0056	Tax Maps & Records Technician II	SR-15K	1.0	1.0	1.0	1.0	0.0	n/a
DF-0057	Clerk III	SR-10A	1.0	1.0	1.0	1.0	0.0	n/a
DF-0058	Tax Map & Records Technician I	SR-13A	1.0	1.0	1.0	1.0	0.0	n/a
DF-0060	Tax Clerk I	SR-12D	1.0	1.0	1.0	1.0	0.0	n/a
DF-0061	Tax Clerk II	SR-13D	1.0	1.0	1.0	1.0	0.0	n/a
DF-0062	County Real Property Assessment Administrator	EM-07	1.0	1.0	1.0	1.0	0.0	n/a
DF-0063	Real Property Appraiser IV	SR-22D	1.0	1.0	1.0	1.0	0.0	n/a
DF-0065	Assistant Operations Supervisor (F/O)	SR-17G	1.0	1.0	1.0	1.0	0.0	n/a
DF-0066	Assistant CS Supervisor (B/O)	SR-17G	1.0	1.0	1.0	1.0	0.0	n/a
DF-0067	Cashier II	SR-12B	1.0	1.0	1.0	0.0	-1.0	-100.0%
DF-0068	Service Representative I	SR-11C	1.0	1.0	1.0	1.0	0.0	n/a
DF-0070	Real Property Appraiser VI	SR-26D	1.0	1.0	1.0	1.0	0.0	n/a
DF-0071	Cashier II	SR-12B	1.0	1.0	1.0	0.0	-1.0	-100.0%
DF-0072	Secretary II	SR-16D	1.0	1.0	1.0	1.0	0.0	n/a
DF-0078	Service Representative II	SR-13A	1.0	1.0	1.0	1.0	0.0	n/a
DF-0079	Service Representative III	SR-15E	1.0	1.0	1.0	1.0	0.0	n/a
DF-0081	Real Property Appraiser V	SR-24D	1.0	1.0	1.0	1.0	0.0	n/a
DF-0082	Real Property Appraiser IV	SR-22L	1.0	1.0	1.0	1.0	0.0	n/a
DF-0083	Real Property Appraiser III	SR-20C	1.0	1.0	1.0	1.0	0.0	n/a
DF-0084	Real Property Appraiser IV	SR-22C	1.0	1.0	1.0	1.0	0.0	n/a
DF-0085	Service Representative II	SR-13A	1.0	1.0	1.0	1.0	0.0	n/a
DF-0088	Service Representative II	SR-13A	1.0	1.0	1.0	1.0	0.0	n/a
DF-0090	Service Representative III	SR-15G	1.0	1.0	1.0	1.0	0.0	n/a
DF-0091	Driver License Examiner I	SR-16G	1.0	1.0	1.0	1.0	0.0	n/a
DF-0092	Service Representative III	SR-15E	1.0	1.0	1.0	1.0	0.0	n/a
DF-0096	Service Representative III	SR-15C	1.0	1.0	1.0	1.0	0.0	n/a
DF-0098	Clerk III	SR-10A	1.0	1.0	1.0	1.0	0.0	n/a
DF-0100	Service Representative III	SR-15D	1.0	1.0	1.0	1.0	0.0	n/a
DF-0102	Real Property Technical Officer	SR-28I	1.0	1.0	1.0	1.0	0.0	n/a
DF-0103	Secretary I	SR-14C	1.0	1.0	1.0	1.0	0.0	n/a
DF-0104	Driver License Examiner I	SR-16F	1.0	1.0	1.0	1.0	0.0	n/a
DF-0107	Service Representative II	SR-13D	1.0	1.0	1.0	1.0	0.0	n/a
DF-0111	Service Representative II	SR-13C	1.0	1.0	1.0	1.0	0.0	n/a
DF-0112	Tax Maps & Records Supervisor	SR-20G	1.0	1.0	1.0	1.0	0.0	n/a
DF-0114	Tax Maps & Records Technician II	SR-15G	1.0	1.0	1.0	1.0	0.0	n/a
DF-0116	Tax Clerk I	SR-12A	1.0	1.0	1.0	0.0	-1.0	-100.0%
DF-0117	Service Representative III	SR-15H	1.0	1.0	1.0	1.0	0.0	n/a
DF-0123	Service Representative II	SR-13E	1.0	1.0	1.0	1.0	0.0	n/a
DF-0124	Service Representative II	SR-13C	1.0	1.0	1.0	1.0	0.0	n/a



## Financial Services Program

## General Fund

## Position Details (Continued)

POSITION NUMBER	POSITION DESCRIPTION	S.R./ STEP	2010 ADOPTED	2011 ADOPTED	2012 ADOPTED	2013 PROPOSED	CHANGE AMOUNT	CHANGE PERCENT
DF-0125	Service Representative II	SR-13A	1.0	1.0	1.0	1.0	0.0	n/a
DF-0131	Tax Maps & Records Technician III	SR-17I	1.0	1.0	1.0	1.0	0.0	n/a
DF-0132	Service Representative II	SR-13B	1.0	1.0	1.0	1.0	0.0	n/a
DF-0133	Service Representative II	SR-13B	1.0	1.0	1.0	1.0	0.0	n/a
DF-0134	Tax Maps & Records Technician II	SR-13A	1.0	1.0	1.0	1.0	0.0	n/a
DF-0135	Service Representative II	SR-13A	1.0	1.0	1.0	1.0	0.0	n/a
DF-0136	Service Representative II	SR-13C	1.0	1.0	1.0	1.0	0.0	n/a
DF-0137	Service Representative II	SR-13A	1.0	1.0	1.0	1.0	0.0	n/a
DF-0138	Service Representative II	SR-13C	1.0	1.0	1.0	1.0	0.0	n/a
DF-0139	Service Representative II	SR-13I	1.0	1.0	1.0	1.0	0.0	n/a
DF-0140	Driver License Examiner I	SR-16G	1.0	1.0	1.0	1.0	0.0	n/a
DF-0141	Service Representative I	SR-11B	1.0	1.0	1.0	1.0	0.0	n/a
DF-0142	Real Property Appraiser IV	SR-22C	1.0	1.0	1.0	1.0	0.0	n/a
DF-0143	Property Valuation Analyst III	SR-24E	1.0	1.0	1.0	1.0	0.0	n/a
DF-0144	Service Representative II	SR-13C	1.0	1.0	1.0	1.0	0.0	n/a
DF-0147	Clerk III	SR-10B	1.0	1.0	1.0	1.0	0.0	n/a
DF-0152	Service Representative II	SR-13C	1.0	1.0	1.0	1.0	0.0	n/a
DF-0153	Driver License Examiner I	SR-16F	1.0	1.0	1.0	1.0	0.0	n/a
DF-0154	Service Representative I	SR-11C	1.0	1.0	1.0	1.0	0.0	n/a
DF-0155	Service Representative II	SR-13C	1.0	1.0	1.0	1.0	0.0	n/a
DF-0156	Service Representative II	SR-13A	1.0	1.0	1.0	1.0	0.0	n/a
DF-0157	Service Representative II	SR-13B	1.0	1.0	1.0	1.0	0.0	n/a
DF-0158	Service Representative II	SR-13C	1.0	1.0	1.0	1.0	0.0	n/a
DF-0159	Service Representative III	SR-15D	1.0	1.0	1.0	1.0	0.0	n/a
DF-0160	Assistant MVL Administrator	EM-03	1.0	1.0	1.0	1.0	0.0	n/a
DF-0161	Service Representative II	SR-13A	1.0	1.0	1.0	1.0	0.0	n/a
DF-0163	Real Property Appraisal Assistant	SR-14B	1.0	1.0	1.0	1.0	0.0	n/a
DF-0164	Real Property Appraiser IV	SR-22C	1.0	1.0	1.0	1.0	0.0	n/a
DF-0165	Delinquent Tax Collection Assistant II	SR-17G	0.0	1.0	1.0	0.0	-1.0	-100.0%
DF-0166	Tax Clerk I	SR-12B	1.0	1.0	1.0	1.0	0.0	n/a
DF-0170	Tax Clerk I	SR-12A	1.0	1.0	1.0	1.0	0.0	n/a
DF-0171	Real Property Appraiser IV	SR-22C	1.0	1.0	1.0	1.0	0.0	n/a
DF-0172	Tax Clerk I	SR-12A	1.0	1.0	1.0	0.0	-1.0	-100.0%
DF-0173	GIS Analyst V	SR-24C	1.0	1.0	1.0	1.0	0.0	n/a
DF-0176	Valuation Analyst II	SR-22C	0.0	1.0	1.0	1.0	0.0	n/a
DF-0177	Valuation Analyst II	SR-22F	1.0	1.0	1.0	1.0	0.0	n/a
DF-0178	Delinquent Tax Collections Assistant I	SR-15D	0.0	1.0	1.0	0.0	-1.0	-100.0%
DF-0179	Tax Clerk II	SR-13A	1.0	1.0	1.0	1.0	0.0	n/a
DF-0180	Cashier II	SR-12A	1.0	1.0	1.0	0.0	-1.0	-100.0%
DF-0181	Cashier II	SR-12A	1.0	1.0	1.0	0.0	-1.0	-100.0%
<b>TOTAL</b>			<b>96.0</b>	<b>99.0</b>	<b>99.0</b>	<b>89.0</b>	<b>-10.0</b>	<b>-10.1%</b>

## Changes from FY 2012 Adopted Budget

EXPLANATION OF CHANGES	GROSS APPROPS (\$)	INTERFUND TRANSFER (\$)	NET APPROPS (\$)	BUDG E/P
<b>FY 2012 Adopted Budget</b>	<b>6,292,289</b>	<b>0</b>	<b>6,292,289</b>	<b>99.0</b>
<i>Continuation Budget Request</i>				
1. <b>Salaries and Wages:</b> Reflects the following changes: decrease in E/P (10.0) and salaries due to movement of positions under the Collection & Tax Relief section to the newly formed Treasury Program, DF-0047 Delinquent Tax Collection Asst II, DF-0053 Tax Relief & Collection Supervisor, DF-0067, DF-0071, DF-0180, and DF-181, Cashier II, DF-0116 and DF-0172 Tax Clerk I, DF-0165 and DF-0178 Delinquent Tax Collection Asst II and I, respectively; DF-0057 Clerk III, decrease due to retirement of employee and reallocation from SR-10E, DF-0058 Tax Map & Records Technician, decrease due to reallocation from SR-13E, DF-0082 Real Property Appraiser IV, increase due to reallocation from SR-22D, DF-0083 Real Property Appraiser III, increase due to reallocation from SR-18C, DF-0102 Real Property Technical Officer, increase due to reallocation from SR-26I, DF-0171 Real Property Appraiser IV, increase due to reallocation from SR-20C, and DF-0176 and DF-0176 Valuation Analyst II, increases due to reallocation from Valuation Analyst I SR-20C and SR-20F, respectively.	(365,724)	0	(365,724)	(10.0)
2. <b>Other Premium Pay.</b> Reflects reduction in premium pay.	(19,839)	0	(19,839)	0.0
3. <b>Materials and Supplies.</b> Reflects decrease in auto plates and tags (\$22,169) due to reduction in license plate orders, and decreases in office supplies (\$2,500), and postage (\$200) due to movement of RPT Collection and Tax Relief section to the newly formed Treasury Program.	(24,869)	0	(24,869)	0.0
4. <b>Services.</b> Reflects decrease in security alarm services (\$498) due to reduction in monitoring service fees, and decreases in advertisement (\$1,000), contractual services (\$14,500), printing and binding (\$30,000), and professional services (\$4,000) due to movement of RPT Collection and Tax Relief section to the newly formed Treasury Program; offset by flat budget increases in janitorial services (\$875), other services (\$3,300), professional service (\$15,000), and security alarm services (\$1,500).	(29,323)	0	(29,323)	0.0
5. <b>Utilities.</b> Reflects an inflationary decrease in electricity (\$2,512); offset by a flat budget increase in cellular telephone (\$1,000) to reflect actual expenditures.	(1,512)	0	(1,512)	0.0
6. <b>Travel.</b> Reflects a flat budget increase in travel expenses due to anticipated number of travel to Molokai and Lanai for annual inspections.	1,000	0	1,000	0.0

## Changes from FY 2012 Adopted Budget (Continued)

EXPLANATION OF CHANGES	GROSS APPROPS (\$)	INTERFUND TRANSFER (\$)	NET APPROPS (\$)	BUDG E/P
7. <b>Other Costs.</b> Reflects a reduction in rentals (\$152,700), a one-time appropriation for the renovation of Unit A-18 in the Maui Mall satellite office; decrease in rentals due to movement of RPT Collection and Tax Relief Section to the newly formed Treasury Program (\$1,000); inflationary decrease in rentals (\$5,720), and; flat budget increase in uniform allowance (\$500).	(158,920)	0	(158,920)	0.0
8. <b>Machinery and Equipment.</b> Reflects a reduction in computer equipment appropriated in FY 2012.	(4,200)	0	(4,200)	0.0
<b>Expansion Budget Request</b>				
1. <b>Services.</b> Reflects additional appropriation for computer services due to State of Hawaii driver licenses will be changed from over the counter to Central issuance system.	37,680	0	37,680	0.0
<b>TOTAL BUDGET REQUEST</b>	<b>(565,707)</b>	<b>0</b>	<b>(565,707)</b>	<b>(10.0)</b>
<b>FY 2013 PROPOSED BUDGET</b>	<b>5,726,582</b>	<b>0</b>	<b>5,726,582</b>	<b>89.0</b>

**Program Description**

The Real Property Assessment (RPA) Division, previously known as the Real Property Tax (RPT) Division, is funded under the Financial Services Program. The RPA division is responsible for assessing all real property in the County of Maui. Also, RPA establishes Tax Map Keys (TMK) for parcels that are designated on the County's GIS maps. The Department of Planning relies on information for zoning and permit planning purposes. RPA has two service locations throughout the County of Maui.

**Activity at a Glance**

- Staff of 38 Employees
- 71,101 Parcels
- 155,000 Taxpayers Served
- Gross Assessment of \$41.5 Billion

**Population Served**

The Real Property Assessment Division serves approximately 155,000 residents and non-residents of the Maui County.

**Services Provided**

The Real Property Assessment Division provides property assessments, exemptions, and GIS base layer and mapping.

**Key Activity Goals & Measures**

*Goal #1: Increase public awareness by providing educational seminars and enhanced notices.*

OBJECTIVES	SUCCESS MEASUREMENTS	FY 2011 ACTUAL	FY 2012 ESTIMATE	FY 2013 ESTIMATE
1. Educate the public about services provided	Number of public sessions completed	N/A	N/A	3
2. Educate the public about exemption programs	Number of public sessions completed	N/A	N/A	3
3. Enhance annual tax bill and assessment notices	Completion of an enhanced annual notice by July 2012	N/A	N/A	Yes

*Goal #2: Improve efficiency.*

OBJECTIVES	SUCCESS MEASUREMENTS	FY 2011 ACTUAL	FY 2012 ESTIMATE	FY 2013 ESTIMATE
1. Provide staff with modern GIS tools, aerial photography to integrate with assessment program	Completion of implementing aerial photography by June 2013	N/A	N/A	Yes

*Goal #3: Commitment to uniformity of assessment practice.*

OBJECTIVES	SUCCESS MEASUREMENTS	FY 2011 ACTUAL	FY 2012 ESTIMATE	FY 2013 ESTIMATE
1. Provide staff additional education and training	Completion of introductory training courses by June 2013	N/A	N/A	Yes

**Program Description**

The Division of Motor Vehicle and Licensing (DMVL) is funded under the Financial Services Program. DMVL provides direct service to the citizens of Maui County by issuing new and renewal driver licenses, motor vehicle registrations, various county business licenses, disabled parking placards, taxi driver's permits, and dog and bicycle licenses. DMVL collects payments on behalf of the Departments of Water and Environmental Management for the water and sewer fees, respectively. Administered on behalf of the State of Hawaii are the commercial driver licensing, periodic motor vehicle inspection, issuance of disabled person's parking placards and the collection of motor vehicle registration fees.

**Activity at a Glance**

- 159,221 Registered Vehicles
- 110,420 Licensed Drivers
- 359 Business Licenses
- 312 Taxi Driver Licenses

**Population Served**

The DMVL serves the general driving and motoring public, vehicle dealerships, bicycle and moped dealers, car rental agencies, various federal agencies, and other state and local government entities.

**Services Provided**

The DMVL administers motor vehicle and licensing laws.

**Key Activity Goals & Measures**

*Goal #1: Strengthen and support the professionalism and skill of our workforce.*

OBJECTIVES	SUCCESS MEASUREMENTS	FY 2011 ACTUAL	FY 2012 ESTIMATE	FY 2013 ESTIMATE
1. Staff attend County sponsored computer training	Number of computer classes attended by staff	N/A	N/A	≥3 per staff
2. Conduct in-house training	Number of In-house training classes attended by staff	N/A	N/A	≥10 per staff
3. Assess and identify training needs of workforce	Number of supervisory development training classes attended by staff	N/A	N/A	≥5 per staff

*Goal #2: Provide convenient portals for citizens to access DMV services.*

OBJECTIVES	SUCCESS MEASUREMENTS	FY 2011 ACTUAL	FY 2012 ESTIMATE	FY 2013 ESTIMATE
1. Provide DMVL services at major population centers	Average percentage of walk-in transactions processed at satellite offices	N/A	N/A	55%

*Goal #3: Provide customers information they need.*

OBJECTIVES	SUCCESS MEASUREMENTS	FY 2011 ACTUAL	FY 2012 ESTIMATE	FY 2013 ESTIMATE
1. Engage and inform citizens to ensure their interests are served	Presentations made to citizen or customer groups (2 per each quarter)	N/A	N/A	8

**Key Activity Goals & Measures (Continued)***Goal #3: Provide customers information they need (Continued).*

OBJECTIVES	SUCCESS MEASUREMENTS	FY 2011 ACTUAL	FY 2012 ESTIMATE	FY 2013 ESTIMATE
2. Replace outdated telephone automated attendant	Replacement of outdated telephone attendant by FY2014	N/A	N/A	Yes

*Goal #4: Ensure that vehicle documents & driver credentials are issued in an accurate, secure and efficient manner.*

OBJECTIVES	SUCCESS MEASUREMENTS	FY 2011 ACTUAL	FY 2012 ESTIMATE	FY 2013 ESTIMATE
1. Implement Identity Management System (IMS) to facilitate authentication and verification of identity documents	Number of driver license applicant identities (out of the 110,420 licensed drivers) verified through IMS	N/A	N/A	35,000
2. Implement National Motor Vehicle Title Information System (NMVTIS) to verify out of state vehicle titles prior to registration in Hawaii	Completion of system installation and testing by FY2014	N/A	N/A	Yes

## Grants Management Program

## General Fund

**Program Description**

The Grants Management Program is being proposed to be transferred to the Department of Finance in FY 2013. The Grants Management Division is currently under the Human Concerns program of the Department of Housing and Human Concerns. This program provides effective grants management oversight of County funded programs and services through comprehensive administrative guidance and support.

**Population Served**

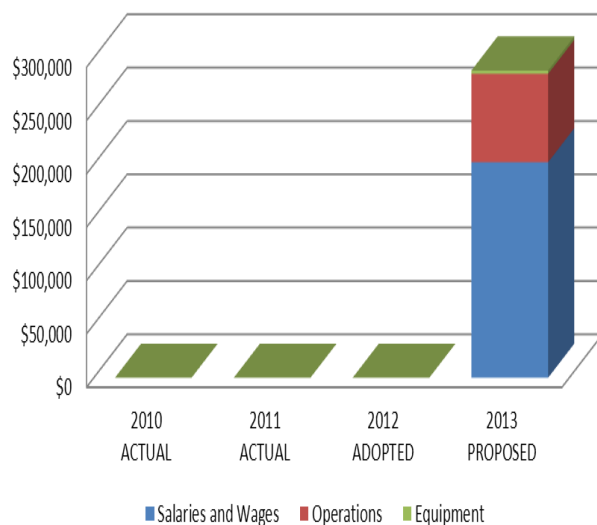
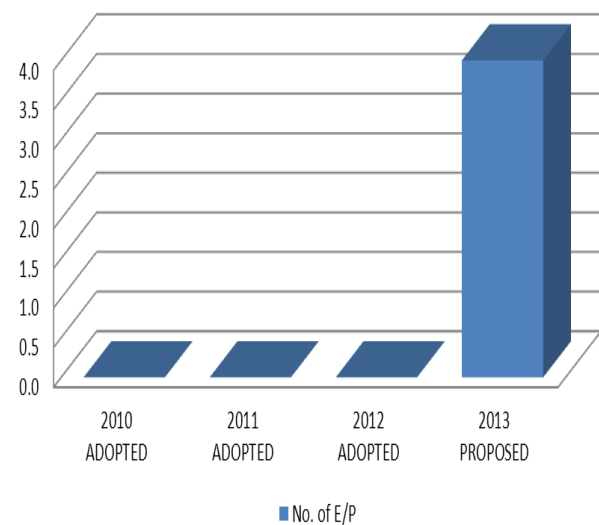
County funded grant recipients and all families and citizens impacted by the delivery of core social services.

**Services Provided**

The Grants Management Program is responsible for the administration of approximately \$6-\$7 million in program grants. These grants are awarded to private non-profit organizations to provide programs and services in core social service areas (e.g., youth services, substance abuse, homelessness, education, etc.).

**Activity at a Glance**

- Administration of Approximately \$6-7 Million in Core Social Service Grants
- Accurate and Expeditious Execution of Grant Applications, Agreements/Disbursements
- Technical Assistance Provided Regarding Community Resource Development, Grant Preparation, Application Process and Reporting
- Responsible for Tracking Grantee Program Performance, Contract Compliance and Fiscal Accountability
- Assist in the Development of Partnerships as a Foundation for Community Strengthening

**Program Summary****Expenditures By Character****Equivalent Personnel by Fiscal Year**

## Grants Management Program

## General Fund

## Budget Details

CHARACTER	OBJECT	2010 ACTUAL	2011 ACTUAL	2012 ADOPTED	2013 PROPOSED	CHANGE AMOUNT	CHANGE PERCENT
Salaries and Wages	WAGES & SALARIES	\$0	\$0	\$0	\$202,068	\$202,068	n/a
	OTHER PREMIUM PAY	\$0	\$0	\$0	\$0	\$0	n/a
<b>Salaries and Wages Total</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$202,068</b>	<b>\$202,068</b>	<b>n/a</b>
Operations	MATERIALS & SUPPLIES	\$0	\$0	\$0	\$6,650	\$6,650	n/a
	SERVICES	\$0	\$0	\$0	\$23,300	\$23,300	n/a
	UTILITIES	\$0	\$0	\$0	\$1,200	\$1,200	n/a
	TRAVEL	\$0	\$0	\$0	\$2,637	\$2,637	n/a
	OTHER COSTS	\$0	\$0	\$0	\$49,120	\$49,120	n/a
<b>Operations Total</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$82,907</b>	<b>\$82,907</b>	<b>n/a</b>
Equipment	LEASE PURCHASES	\$0	\$0	\$0	\$3,170	\$3,170	n/a
	MACHINERY & EQUIPMENT	\$0	\$0	\$0	\$0	\$0	n/a
<b>Equipment Total</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,170</b>	<b>\$3,170</b>	<b>n/a</b>
<b>TOTAL</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$288,145</b>	<b>\$288,145</b>	<b>n/a</b>

## Position Details

POSITION NUMBER	POSITION DESCRIPTION	S.R./ STEP	2010 ADOPTED	2011 ADOPTED	2012 ADOPTED	2013 PROPOSED	CHANGE AMOUNT	CHANGE PERCENT
HC-0018	Grants Mgmt Program Specialist III	SR-20C	0.0	0.0	0.0	1.0	1.0	n/a
HC-0060	Grants Mgmt Program Specialist IV	SR-22C	0.0	0.0	0.0	1.0	1.0	n/a
HC-0130	Grants Mgmt Operations Assistant	SR-13C	0.0	0.0	0.0	1.0	1.0	n/a
HC-0148	Grants Divison Program Manager	EM-03	0.0	0.0	0.0	1.0	1.0	n/a
<b>TOTAL</b>			<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>4.0</b>	<b>4.0</b>	<b>n/a</b>

## Changes from FY 2012 Adopted Budget

EXPLANATION OF CHANGES	GROSS APPROPS (\$)	INTERFUND TRANSFER (\$)	NET APPROPS (\$)	BUDG E/P
<b>FY 2012 Adopted Budget</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>
<b>Continuation Budget Request</b>				
1. <b>Salaries and Wages:</b> Reflects the following increases in E/P by 4.0 and salaries due to positions transferred from Department of Housing and Human Concerns for HC-0018 Grants Mgmt Program Specialist III, HC-0060 Grants Mgmt Program Specialist IV, HC-0130 Grants Mgmt Operations Asst, and HC-0148 Grants Division Program Manager.	202,068	0	202,068	4.0
2. <b>Materials and Supplies.</b> Increases in janitorial supplies (\$100), miscellaneous supplies (\$1,000), office supplies (\$3,000), postage (\$50), small equipment (\$500), and copier supplies (\$2,000) due to budget transferred from Department of Housing and Human Concerns, Grants Management Division.	6,650	0	6,650	0.0
3. <b>Services.</b> Increases in advertisement (\$2,500), other services (\$300), and professional services (\$20,500) due to budget transferred from Department of Housing and Human Concerns, Grants Management Division.	23,300	0	23,300	0.0



## Grants Management Program

## General Fund

## Changes from FY 2012 Adopted Budget (Continued)

EXPLANATION OF CHANGES	GROSS APPROPS (\$)	INTERFUND TRANSFER (\$)	NET APPROPS (\$)	BUDG E/P
4. <b>Utilities.</b> Increase in cellular telephone charges due to budget transferred from Department of Housing and Human Concerns, Grants Management Division.	1,200	0	1,200	0.0
5. <b>Travel.</b> Increases in travel related expenses due to budget transferred from Department of Housing and Human Concerns, Grants Management Division.	2,637	0	2,637	0.0
6. <b>Other Costs.</b> Increases in dues (\$50), miscellaneous other costs (\$3,000), publications and subscriptions (\$200), registration/training fees (\$300), rentals (\$45,100), and computer software (\$470) due to budget transferred from Department of Housing and Human Concerns, Grants Management Division.	49,120	0	49,120	0.0
7. <b>Lease Purchases.</b> Increase in leased office equipment due to budget transferred from Department of Housing and Human Concerns, Grants Management Division.	3,170	0	3,170	0.0
<b>TOTAL BUDGET REQUEST</b>	<b>288,145</b>	<b>0</b>	<b>288,145</b>	<b>4.0</b>
<b>FY 2013 PROPOSED BUDGET</b>	<b>288,145</b>	<b>0</b>	<b>288,145</b>	<b>4.0</b>

## Key Activity Goals &amp; Measures

Goal #1: Effectively administer funds appropriated by the County Council.

OBJECTIVES	SUCCESS MEASUREMENTS	FY 2011 ACTUAL	FY 2012 ESTIMATE	FY 2013 ESTIMATE
1. Develop and implement the administration of grant awards, agreements and disbursements	Number of grants administered and processed reviews and revisions	N/A	N/A	80

Goal #2: Assist in providing grant opportunities and resources to meet the needs of the County through efficient and quality service.

OBJECTIVES	SUCCESS MEASUREMENTS	FY 2011 ACTUAL	FY 2012 ESTIMATE	FY 2013 ESTIMATE
1. Administer the grant application process utilizing viable dissemination, review, evaluation, and selection processes for line item, Community Partnership Grants (CPG), and Targeted County appropriated funds	Average number of days grant agreements are executed from the date of request received from the grantor	N/A	N/A	80
2. Conduct ongoing review and update of grant management processes and procedures	Number of specific meetings conducted annually related to reviewing divisions processes	N/A	N/A	2

## Grants Management Program

## General Fund

**Key Activity Goals & Measures (Continued)**

*Goal #2: Assist in providing grant opportunities and resources to meet the needs of the County through efficient and quality service (Continued).*

OBJECTIVES	SUCCESS MEASUREMENTS	FY 2011 ACTUAL	FY 2012 ESTIMATE	FY 2013 ESTIMATE
3. Ensure that grantees are informed of new or modified policies related to grant management in a timely and efficient manner	Policy and procedural changes are implemented within 365 days from date of creation	N/A	N/A	Yes

*Goal #3: Assist in the planning and implementation of effective community programs to enhance the quality of life of Maui residents.*

OBJECTIVES	SUCCESS MEASUREMENTS	FY 2011 ACTUAL	FY 2012 ESTIMATE	FY 2013 ESTIMATE
1. Assist in the processing of applications for leases/licenses of County Property	Number of applications received annually for grants and real property	N/A	N/A	6
2. Assist in facilitating effective core programs and services with direct community benefit based on the established priorities	Number of persons served annually	N/A	N/A	100,000

*Goal #4: Review, evaluate, and monitor grantee program performance, contract compliance, and fiscal accountability.*

OBJECTIVES	SUCCESS MEASUREMENTS	FY 2011 ACTUAL	FY 2012 ESTIMATE	FY 2013 ESTIMATE
1. Review, reconcile, and process grantee Quarterly Financial, Narrative, Demographic Reports	Number of quarterly reports submitted by grantees	N/A	N/A	320
2. Process and execute annual, bi-annual, bi-annual, carry-over and Grant Agreements of County Funds	Number of annual, bi-annual, carry-over and other grant agreements processed	N/A	N/A	80

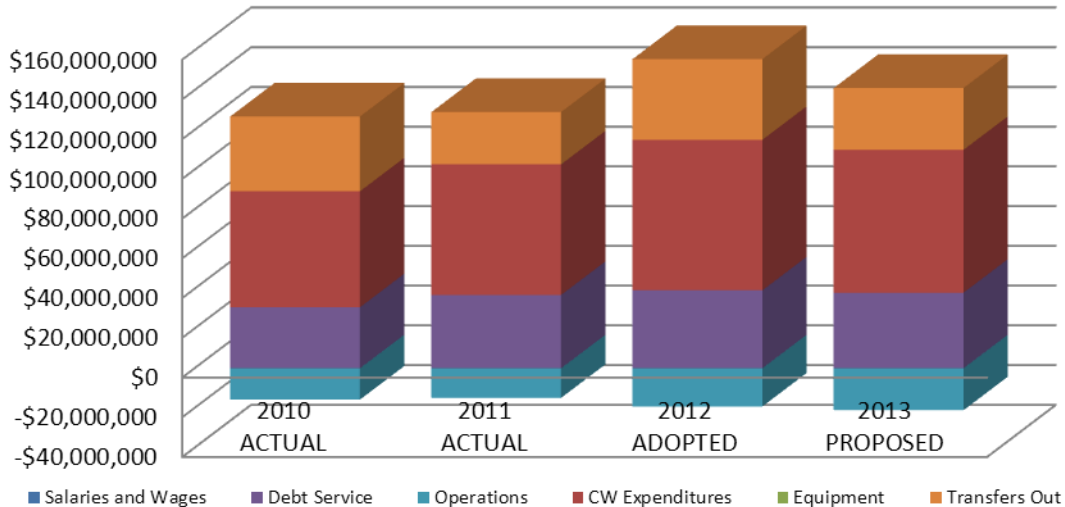
**Key Activity Goals & Measures (Continued)**

*Goal #5: Ensure that all grant applications, agreements, and disbursements are executed accurately and expeditiously to effectively address community needs.*

OBJECTIVES	SUCCESS MEASUREMENTS	FY 2011 ACTUAL	FY 2012 ESTIMATE	FY 2013 ESTIMATE
1. Provide grantees with technical assistance (TA) pertaining to administrative areas of responsibility (e.g., reporting, program planning, organizational development (board governance) funding availability, application process, etc.)	Number of TA interactions provided annually	N/A	N/A	1,500

Program Summary<sup>1</sup>

## Expenditures By Character



## Budget Details

CHARACTER	OBJECT	2010 ACTUAL	2011 ACTUAL	2012 ADOPTED	2013 PROPOSED	CHANGE AMOUNT	CHANGE PERCENT
Salaries and Wages	WAGES & SALARIES	\$2,177	\$0	\$0	\$0	\$0	n/a
	OTHER PREMIUM PAY	\$0	\$23	\$0	\$0	\$0	n/a
<b>Salaries and Wages Total</b>		<b>\$2,177</b>	<b>\$23</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>n/a</b>
Debt Service	INTEREST AND ISSUANCE COSTS	\$10,228,694	\$10,020,418	\$11,377,731	\$11,840,588	\$462,857	4.1%
	PRINCIPAL	\$20,484,942	\$26,893,527	\$27,839,939	\$26,193,735	-\$1,646,204	-5.9%
<b>Debt Service Total</b>		<b>\$30,713,636</b>	<b>\$36,913,945</b>	<b>\$39,217,670</b>	<b>\$38,034,323</b>	<b>-\$1,183,347</b>	<b>-3.0%</b>
Operations	MATERIALS & SUPPLIES	\$23,021	\$12,843		\$0	\$0	n/a
	SERVICES	\$295,795	\$175,108		\$0	\$0	n/a
	UTILITIES	\$116,250	\$110,908		\$0	\$0	n/a
	TRAVEL	\$5,400	\$23,001		\$0	\$0	n/a
	OTHER COSTS	\$311	\$3,730	\$3,000,000	\$1,000,000	-\$2,000,000	-66.7%
	INTERFUND COST RECLASSIFICATION	-\$16,169,255	-\$15,164,355	-\$22,193,777	-\$22,062,430	\$131,347	-0.6%
<b>Operations Total</b>		<b>-\$15,728,479</b>	<b>-\$14,838,764</b>	<b>-\$19,193,777</b>	<b>-\$21,062,430</b>	<b>-\$1,868,653</b>	<b>9.7%</b>
Countywide Expenditures	FRINGE BENEFITS, EMPLOYEE WELF	\$8,535,187	\$7,327,955	\$9,905,154	\$9,400,000	-\$505,154	-5.1%
	PENSIONS	\$13,575	\$13,032	\$20,000	\$15,000	-\$5,000	-25.0%
	OTHER EMPLOYEE WELFARE	\$44,778,569	\$45,877,046	\$50,748,136	\$51,698,075	\$949,939	1.9%
	OTHER COSTS	\$3,409,590	\$10,670,915	\$14,777,357	\$10,667,500	-\$4,109,857	-27.8%
	MATERIALS & SUPPLIES	\$60,565	\$49,033		\$0	\$0	n/a
	SERVICES	\$1,547,650	\$1,787,843	\$300,000	\$100,000	-\$200,000	-66.7%
<b>CW Expenditures Total</b>		<b>\$58,345,137</b>	<b>\$65,725,823</b>	<b>\$75,750,647</b>	<b>\$71,880,575</b>	<b>-\$3,870,072</b>	<b>-5.1%</b>
Equipment	MACHINERY & EQUIPMENT	\$0	\$18,396	\$0	\$0	\$0	n/a
	LEASE PURCHASES	\$3,196	\$4,406	\$0	\$0	\$0	n/a
	CIP EXPENDITURE	\$0	\$0	\$0	\$0	\$0	n/a
<b>Equipment Total</b>		<b>\$3,196</b>	<b>\$22,801</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>n/a</b>
Transfers Out	GENERAL FUND	\$0	\$0	\$0	\$0	\$0	n/a
	SPECIAL REVENUE FUNDS	\$3,930,195	\$0	\$38,041,962	\$29,807,640	-\$8,234,322	-21.6%
	OTHER GOVERNMENTAL FUNDS	\$32,603,071	\$25,635,557	\$0	\$0	\$0	n/a
	PROPRIETARY FUNDS	\$1,096,878	\$669,163	\$2,595,138	\$1,326,234	-\$1,268,904	-48.9%
<b>Transfers Out Total</b>		<b>\$37,630,144</b>	<b>\$26,304,720</b>	<b>\$40,637,100</b>	<b>\$31,133,874</b>	<b>-\$9,503,226</b>	<b>-23.4%</b>
<b>TOTAL</b>		<b>\$110,965,810</b>	<b>\$114,128,547</b>	<b>\$136,411,640</b>	<b>\$119,986,342</b>	<b>-\$16,425,298</b>	<b>-12.0%</b>

<sup>1</sup> The Countywide Cost Program also includes Overhead Reimbursement Program, which is included in the Interfund Cost Reclassification total.